

## SMOKY LAKE COUNTY

**A G E N D A: County Council Meeting**  
**for the purpose of Departmental Operations** to be held on  
Friday, **May 21, 2021** at 9:00 o'clock A.M.  
Virtual through Zoom Platform

Meeting ID: 828 6195 8639 Passcode: 652306

<https://us02web.zoom.us/j/82861958639?pwd=QkRoNjhEN0JqU1VNN1hhMDgvTmRqdz09>

And with Council physically present in the County Council Chambers, Smoky Lake.

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**1. Meeting:**

Call to Order

**2. Agenda:**

Acceptance of Agenda:  
as presented or  
subject to additions or deletions

**3. Minutes:**

No minutes.

**4. Request for Decision:**

No request for decision.

**5. Issues for Information:**

1. Manager Reports

**Public Works:**

- a. Public Works Manager. ©
  - i. Council Requests Summary: As of May 12, 2021. ©
- b. Public Works Road Foreman. ©
- c. Public Works Shop Foreman. ©
- d. Parks and Recreation Manager.

**Protective Services:**

- e. Peace Officer. ©
- f. Fire Chief. *(To be handed out at meeting)*
- g. Safety Officer. *(To be handed out at meeting)*

**Planning and Development:**

- h. Planning and Development Manager. ©

**Natural Gas:**

- i. Natural Gas Manager. ©

**Environmental Operations:**

- j. Environmental Operations. ©

**Agricultural Service Board:**

- k. Agricultural Service Board. ©

**Administration:**

- l. GIS Technician. ©
- m. Communications Technician. ©

**Recommendation:** Accept and file for information.

2. **Training Reports**

- a. Finance Department. ©
- b. GIS Technician. ©
- c. Agricultural Services Board. ©

**Recommendation:** Acknowledge receipt.

3. **Manager Work Plans**

6. **Correspondence(s):**

7. **Delegation(s):**

8. **Executive Session:**

**Adjournment**



5.1.a



DOUG PONICH

Goal	Progress Update	Current Completion
<b>Public Works Manager Work Plan</b>		
→ Public Works Department Daily/Weekly/Monthly Plan: 100%		2% 98% behind
→ Maintenance (PW Manager): 100%		5% 5 / 100% 95% behind
	<p><b>Doug Ponich:</b>  <b>Achievements:</b> Graders continue spring road maintenance.</p> <p>Street sweeping:</p> <ul style="list-style-type: none"> <li>- Town of smoky Lake. April 19, 20, 26, 30</li> <li>- Smoky Lake Hospital April 20</li> <li>- HWY 855 within Smoky Lake town limits. April 20, 26</li> <li>- Hamlet of Warspite. April 30</li> <li>- Waskatenau. May 3</li> <li>- Entrance to White Earth Pit; intersection of TWP 610 &amp; RR 181. Div. 5 May 4</li> </ul> <p>Remove snow fence from old C.N. property in Warspite. April 19 Div. 3</p> <p>Remove trees and leaners from county road-ways:</p> <ul style="list-style-type: none"> <li>- TWP 602, west of RR 164. April 19 Div. 4</li> <li>- RR 175, north of TWP 602. April 23 Div. 5</li> <li>- Victoria Trail, west of RR 185. April 26 Div. 3</li> <li>- Hanmore Lake East &amp; West. April 28 Div. 4 &amp; 5</li> </ul>	50% 50 / 100% 50% behind

- Island Lake. April 28 Div. 4
- Victoria Trail, west of HWY 855. April 28 Div. 3
- RR 165, north of HWY 28. April 30 Div. 4
- TWP 602, RR 170 - 164. May 3 Div. 4
- RR 164, north of TWP 602. May 3 Div. 4
- Mons Lake Resort. May 3 Div. 4
- Victoria Trail , west of HWY 855. May 3 Div. 3
- RR 170, north of TWP 602. May 5 Div. 4
- TWP 590, west of HWY 857. May 7 Div. 2
- RR 151, north of TWP 585A. May 7 Div. 2
- RR 181, north of TWP 594. May 11 Div. 5
- RR 132, south of TWP 590. May 11 Div. 2

Clean shredded debris after mulching walk-ways at Bonnie Lake Resort. April 19, 20, 26, 27, 30, May 11  
Div. 1

Clean and repair sod in ditches cut by winging snow:

- 17221 - TWP 592 April 20, 29 Div. 3
- 58574 - RR 191 April 20, 29 Div. 5
- 18266 - TWP 584. April 29 Div. 3
- 59507 - RR 131. April 29 Div. 1

Clean scale at White Earth Pit in preparation for calibration. April 20 Div. 5

Clean grass from inside of culverts:

- TWP 594, 50 m. west of RR 195. April 20 Div. 5
- RR 150, north of TWP 582. April 21 Div. 2
- RR 141, south of TWP 582. April 22 Div. 2
- 

Fill in washout at Iron Horse Trail, west of HWY 36. April 20 Div. 1

Back-hoe pushing garbage at Spedden Landfill. April 23 Div. 1

Repair sink- holes:

- RR 163, south of TWP 600. April 20 Div. 4
- TWP 584, west of HWY 857. April 26 Div. 2
- RR 142, 1.2 km. south of TWP 602. April 26 Div. 1
- TWP 594, 400 m. west of RR 190. April 27 Div. 5
- TWP 594, west of RR 162. April 27 Div. 4

Road inspections. April 21, 26, 27, 28, 30, May 3, 5, 6

Send out 4 crews for fallen trees after strong winds. April 22

Skidsteer brushing :

- SW Intersection of RR 174 & TWP 604. April 23 Div. 4

Repair or replace signs:

- Dead end sign at TWP 604 & RR 172. April 23 Div. 4
- Weight restriction sign at BF490, TWP 590A, west of RR 155. April 23 Div. 3
- Replace yield sign at TWP 583 & RR 150. April 30 Div. 2
- Replace stop sign at TWP 592 & RR 124. April 30 Div. 1
- Repair curve sign at TWP 592, east of RR 123. April 30 Div. 1
- Install new McDougall Grave Site signs along Victoria Trail. May 10 Div. 3
- Install McGillivray Heritage House sign at Pakan settlement. May 10 Div. 3
- Install Food Bank signs at County Main Office. May 10

Unload culvert shipment at Bogdan Pit storage yard. April 26

Culvert repair and clearing of debris to allow water flow:

- RR 174, north of TWP 602. April 26 Div. 4
- TWP 592, west of RR 195. April 27 Div. 5



- TWP 594, 400 m. east of RR 200. April 27 Div. 5
- 59425 - RR 163. April 30 Div. 4
- TWP 590, east of HWY 855; cut off damaged end at south approach. May 3 Div. 3
- #407 Mons Lake; cut off damaged end at entrance. May 3 Div. 4

- Steam culvert - at RR 161, north of TWP 600. April 29 Div. 4
- at Intersection of TWP 590 & RR 171(N) May 4 Div. 3
  - TWP 602, west of RR 163. May 5 Div. 4

Flush culverts:

- TWP 584, west of HWY 857. May 10 Div. 2
- RR 155, south of HWY 28. May 10 Div. 3

Culvert installation:

- Replace culvert at TWP 602A, 850 m. east of RR 190. May 5 Div. 5
- Replace culvert at RR 171, 1.1 km. north of TWP 590. May 6 Div. 3
- Approach at 17028 - TWP 584. May 10 Div. 3
- RR 171, 1 km. north of TWP 590. May 11 Div. 3

Installation of culverts to date are those noted this spring as priority ahead of the 2021 scheduled list.

- See Attachment #1 for 2021 Culvert List

Marking first calls for culvert installation. April 30, May 3, 7

Haul cat to Spedden Landfill. April 27

- Cat pushing up garbage. April 27, 28

Cat pushing up garbage at Smoky Lake Landfill. April 29, 30, May 3

Chipping crew inspecting and clearing ditches of any leftover trees or limbs in preparation for County mowers. April 28, 29, May 7, 9, 11

Build approach with culvert at Ruthenia School site; TWP 590, west of RR 170(S) May 4 Div. 3

- remove trees at new approach for access to the school.

Patching:

- RR 130, north of HWY 28 May 4 Div. 1
- RR 130, north of TWP 600. May 5 Div. 1
- RR 122, south of HWY 28. May 5 Div. 1
- RR 124, north of HWY 28. May 6 Div. 1
- Dust control at 61335 - RR 132. May 6 Div. 1
- Dust control at 59012 - RR 193. May 7 Div. 5

Haul water from Shop sump pond. May 4, 5

Pump water at NE intersection of TWP 590 & RR 171(N); in preparation for culvert replacement. May 5  
Div. 3

Repair fence after hydro-axing. RR 125; TWP 603 - 604. May 10 Div. 1

**Challenges:** *No value*

**Next Steps:** *No value*

2021/04/26

**Doug Ponich:**

**Achievements:** Gravel soft spots and areas in need of repair:

- RR 142, TWP 600 - 603. April 19 Div. 1
- TWP 603, RR 142 - 142A. April 19 Div. 1
- RR 142A, TWP 603 - 603A. April 19 Div. 1
- TWP 603A, RR 142A - HWY 36 April 19 Div. 1
- RR 172, north of TWP 610. April 20 Div. 4
- RR 171, north of TWP 590. April 20, 29, May 4 Div. 3
- RR 174, south of TWP 610. April 20 Div. 4
- TWP 592, east of RR 170. April 21 Div. 3
- TWP 592A, east of RR 170. April 21, 27 Div. 3
- RR 180, north of TWP 610. April 21, 26 Div. 5
- TWP 600, east of RR 162. April 22 Div. 4
- RR 161, south of TWP 600. April 23 Div. 4

→ Gravel (PW Manager): 100%

0%  
0 / 100%  
100% behind

- TWP 600, east of RR 165A. April 23 Div. 4
- TWP 605, east of RR 170. April 23 Div. 4
- RR 165, south of TWP 604. April 23 Div. 4
- TWP 592, east of RR 170. April 26 Div. 3
- RR 155, north of TWP 604. April 26 Div. 4
- RR 175, south of TWP 592. April 27 Div. 3
- RR 172A, south of TWP 592. April 27 Div. 3
- TWP 590, east of HWY 855 - RR 171 April 29 Div. 3
- RR 175, TWP 590 - 582. April 30 Div. 3
- RR 171, south of HWY 28. April 30 Div. 3
- RR 183, north of Victoria Trail. May 3, 7 Div. 3
- RR 172, south of HWY 28. May 3 Div. 3
- RR 172A, south of TWP 592. May 3 Div. 3
- TWP 582A, west of RR 173A. May 3 Div. 3
- TWP 604, east of RR 180. May 3 Div. 5
- RR 161, north of TWP 600. May 4 Div. 4
- Vilna Landfill May 4 Div. 1
- TWP 582A, east of HWY 855. May 4 Div. 3
- TWP 590, east of RR 175. May 5 Div. 3
- TWP 582, west of RR 175. May 5 Div. 3
- RR 173, north of TWP 584. May 5 Div. 3
- RR 173A, north of TWP 582. May 6 Div. 3
- TWP 592, RR 182 - 180. May 6 Div. 3
- RR 171, north of HWY 28. May 6 Div. 4

Move and level sand pile at White Earth Pit; Cat, track-hoe and rock trucks. April 20, 21, 22, 23, 29

Excavate and stock pile rock at White Earth Pit. April 27, 28, 30, May 3, 4, 5, 6, 10

Cat continues with pit maintenance around the rock excavation crew. May 5, 6, 7



Haul gravel to Hanmore Lake East & West camping access roads. Skidsteer filling in holes along these roadways. May 6, 7 Div. 4

**Challenges:** *No value*

**Next Steps:** *No value*

2021/04/26

**Doug Ponich:**

**Achievements:** Next Reporting Period:

First application of MG30; 7 regular and 2 double length dust controls.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/11

**Doug Ponich:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** *No value*

2021/04/27

**Doug Ponich:**

**Achievements:** Aboriginal Consultation. May 6

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/07

→ Dust Control (PW Manager): 100%

→ Administrative (PW Manager): 100%

→ Training (PW Manager): 100%

→ Council Member Inquiry (PW Manager): 100%



→ Roads (PW Manager): 100%

**Doug Ponich:**

**Achievements:** Next Reporting Period:

2021 Road Projects

MG2121 - TWP 620; RR 135 - 141

MG2141 - RR 122; TWP 591 - 592

MG2113 - TWP 590; RR 174(N) - RR 180(S)

MG2023 - TWP 584; HWY 855 - RR 165 ( Haul Road)

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/11

0%  
0 / 100%  
100% behind

→ Administrative (PW Manager): 100%

**Doug Ponich:**

**Achievements:** Manager Workshop. April 20

County Departmental Meeting. April 27

County Budget Meeting. April 28

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/11

0%  
0 / 100%  
36% behind

→ Council Member Inquiry (PW Manager): 100%

0%  
0 / 100%  
36% behind

→ Dust Control (PW Manager): 100%

0%  
0 / 100%  
36% behind

→ Gravel (PW Manager): 100%

0%  
0 / 100%  
36% behind

→ Maintenance (PW Manager): 100%

0%  
0 / 100%  
36% behind

→ Roads (PW Manager): 100%

0%  
0 / 100%  
36% behind

→ Training (PW Manager): 100%

0%  
0 / 100%  
36% behind

# ATTACHMENT #1

## 2021 Culverts

### Division 1

Replace culvert across RGE RD 122, 1mile South of HWY 28 – 600mm x 15m

New culvert on RGE RD 131, 200m South of TWP RD 610 – 400mm x 10m

Replace culvert across TWP RD 602, 50m East of RGE RD 141 – 400mm x 10m

Replace culvert across RGE RD 125, 500m North of TWP RD 602

New culvert on RGE RD 131, 900m South of TWP RD 600 – 600mm x 15m

Replace culvert on TWP RD 600, 650m East of RGE RD 134 – 600mm

### Division 2

Replace culvert across RGE RD 133, 200m North of TWP RD 584 – 400mm x 10m

Replace culvert across TWP RD 582, 800m West of RGE RD 141 – 400mm x 10m

New culvert on RGE RD 145 South of TWP RD 590 – 400mm x 10m

New culvert on RGE RD 135, 300m South of HWY 28 – 400mm or 500mm

New culvert on RGE RD 134, 500m North of TWP RD 584 – 500mm x 15m

Replace culvert on TWP RD 590, 700m West of HWY 857 – 400mm x 10m

New culvert across RGE RD 144, 300m North of TWP RD 584

Replace culvert on TWP RD 584, 800m West of RGE RD 150 – 500mm or 600mm

Replace culvert on TWP RD 584 West of 141 – 500mm or 600mm

New culvert on RGE RD 151, 100m North of TWP RD 581

New culvert on TWP RD 574, 800m East of RGE RD 141

New culvert on the West side of RGE RD 150 & TWP RD 583

### **Division 3**

Replace culvert across TWP RD 592A, 500m West of RGE RD 154

New culvert in approach on South side of TWP RD 590, 800m East of RGE RD 181 – 400mm or 500mm

New culvert in driveway; 17447 TWP RD 592

New culvert on RGE RD 165 North of TWP RD 590 – 400mm

New culvert on RGE RD 180, 350m South TWP RD 584 – 600mm (2 places)

New culvert on South approach; 59331 RGE RD 170

New culvert on West approach, North of 59505 RGE RD 175

New culvert at TWP 592, 75m. west of RR 162

New culvert at RR 162, 50m. north of TWP 592

### **Division 4**

New culvert across TWP RD 600, 800m West of RGE RD 153 – 400mm x 12m

Replace culvert in approach; 17429 TWP RD 594

Fix culvert in driveway; #307 Mons Lake

Replace culvert in driveway; 60105 RGE RD 170 – 300mm

New culvert on TWP RD 600, 100m West of RGE RD 154 – 500mm x 10m

Replace culvert on TWP RD 602 West of RGE RD 165, 2 places

Replace culvert on RGE RD 164, 800m North of TWP RD 600, 2 places

Replace culvert across RGE RD 165, 2.2km North of TWP RD 602

Replace culvert on TWP RD 600, 800m West of RGE RD 170 – 400mm or 500mm

New culvert on RGE RD 174 North of TWP RD 594

New culverts @ Mons Lake in 2 locations



**Division 5**

Replace culvert across RGE RD 180 South of TWP RD 614

Replace culvert on RGE RD 180 North of RGE RD 180A

Replace culvert across TWP RD 590, 75m East of RGE RD 191N

Replace culvert across RGE RD 184, 1.6km North of TWP RD 602

New culverts on RGE RD 200, 350m North of TWP RD 592 – 600mm, side by side

New culvert on TWP RD 602, 400m West of RGE RD 195 – 500mm x 10m

New culvert in driveway 19517 TWP RD 602

New culvert on TWP RD 594 West of RGE RD 181

New culvert in driveway 60102 RGE RD 183

New culvert on RGE RD 200, ¾ mile South of TWP RD 604

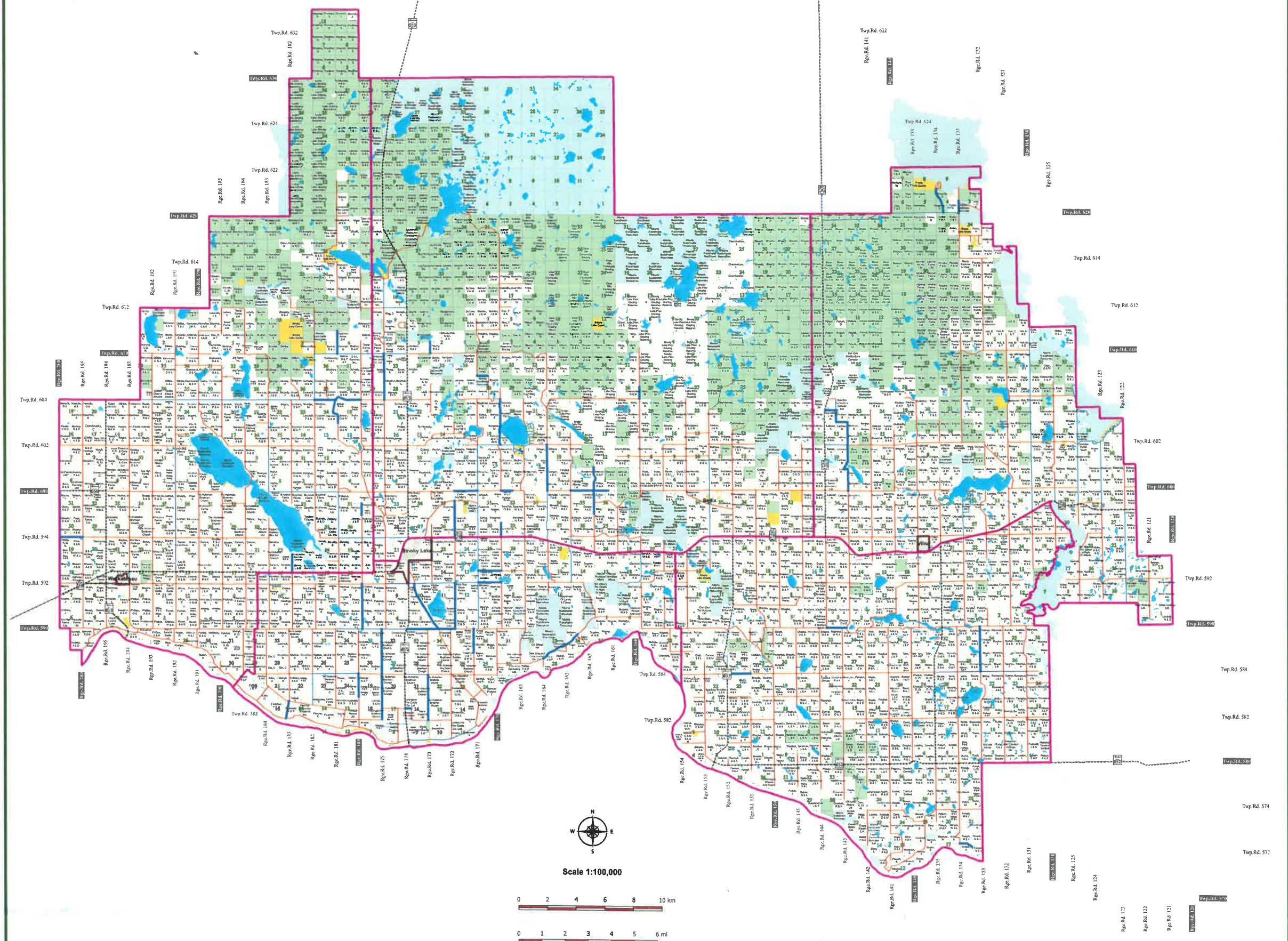
Replace Culvert at TWP 592, 130m. west of RR 195.





# 2021 Graveled Roads Completed

Gravelling by Description (Road Category)  
Contingency gravel - soft spot & road repairs





Council Requests							
FOR YEAR 2021							
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
1	January 4 <sup>th</sup>	4	Public Works	Repair grader gouges	RR160 north of Hwy 28	Will be inspected in the afternoon	January 4 <sup>th</sup>
2	January 4 <sup>th</sup>	1	Public Works	Road damage from ratepayer	RR 124	Talk to ratepayer tomorrow and discuss payment for damage	January 4 <sup>th</sup>
3	January 14 <sup>th</sup>	5	Public Works	Drifts on road	RR 183 north of Hwy 28	Snow plows are graders are out- will get there as soon as possible	January 14 <sup>th</sup>
4	February 14 <sup>th</sup>	4	Public Works	Snow removal at Paraskevia Church	Twp 610 RR 174	Will be done week of Feb.16 <sup>th</sup>	
5	March 3 <sup>rd</sup>	3	Public Works	Snow from private driveway	Terry Prockiw's	Looking at it today, will talk with Terry.	March 3 <sup>rd</sup>
6	March 11 <sup>th</sup>	3	Communications	Calendar to be put on grapevine showing all meetings attended	n/a	Will post to calendar portion of website with a link. Too big for grapevine.	March 11 <sup>th</sup>
7	March 14 <sup>th</sup>	4	Public Works	Hyrdoaxing willows	RR 144	Area was hydroaxed. Procedure states that go as close to the fence line as possible as long as there are no obstructions.	March 15 <sup>th</sup>
8	March 18 <sup>th</sup>	5	Public Works	Cleaning culvert	RR 180 Twp 600	Culvert unplugged and flowing	March 19 <sup>th</sup>

Not completed

Completed

Council Requests							
FOR YEAR 2021							
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
9	March 19 <sup>th</sup>	3	Public Works	Plugged culvert	By Hutterite Cemetery	Will look at/fix this morning	March 19 <sup>th</sup>
10	April 6 <sup>th</sup>	4	Ag/ Communications	Put article/Podcast into up on website "Farm Focused Mental Health Supports"	N/A	Information put on County Facebook with link	April 6 <sup>th</sup>
11	April 19 <sup>th</sup>	5	Public Works	Fix culvert – stopping water flow	602 – ½ mile east of RR 195	Will inspect to see if drainage can be provided	April 22 <sup>nd</sup>
12	April 19 <sup>th</sup>	5	Public Works	Winter plowing made a mess, ratepayer wants fixed up	Twp 590 and RR 191	Will be fixed and grader operator will be informed not to wing in those types of locations – was a new grader operator	April 22 <sup>nd</sup>
13	April 19 <sup>th</sup>	4	Ag Department	Cut grass	West side of Bellis Curling Rink	Need a letter requesting the grass be added to approved yearly mowing areas	April 21 <sup>st</sup>
14	April 19 <sup>th</sup>	3	Public Works	Look into roads being pounded out by water haulers	Twp 590 and RR 171/ South of RR 172 and Twp 590		
15	April 20 <sup>th</sup>	4	Public Works	Look into poor road conditions due to cattle hauling- is 75% Road ban being followed	Twp 612 off of Hwy 855	Gene inquired on scales- hard to enforce ban if don't know weight	April 20 <sup>th</sup>
16	April 21 <sup>st</sup>	4	Peace Officer	Unightly premises with tall grass- fire hazard	Bellis – Corner of 50 <sup>th</sup> St. and 50 <sup>th</sup> Ave.		



Council Requests							
FOR YEAR 2021							
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
17	April 22 <sup>nd</sup>	4	Communications	Post on social media – PCN: virtual workshops	N/A	PCN Information posted to our social media as of the 27 <sup>th</sup> of April	April 26 <sup>th</sup>
18	April 22 <sup>nd</sup>	4	Public Works	Reminder for grader operators to be careful to not remove sod	N/A	Part of previous action- already noted	April 22 <sup>nd</sup>
19	April 23 <sup>rd</sup>	3	Public Works	Fix spot where grader ripped up sod	Eva Lewicki's	Repaired.	April 29 <sup>th</sup>
20	April 23 <sup>rd</sup>	2	Public Works	Flag where there is a hole in the road till It can be fixed	West of Hwy 857 and Twp 584	Was flagged on April 25 <sup>th</sup> and will be fixed in upcoming week	April 26 <sup>th</sup>
21	April 25 <sup>th</sup>	1	Public Works	Beavers plugging culvert	Bonnie Lake-south of playground	Culvert inspected and debris found. Waiting for parts to properly clean out culvert with rope winch.	
22	April 26 <sup>th</sup>	5	Public Works	Sod ripped up	South of Korosic's by his bins	Repaired when area dried.	April 29 <sup>th</sup>
23	April 29 <sup>th</sup>	5	Public Works	Pot holes and soft spot area	RR 191 ½ mile north of Twp 600. RR 191 south of Twp 592	Will inspect and address concerns as soon as possible	April 29 <sup>th</sup>
24	May 3 <sup>rd</sup>	1	Public Works	Grading request. Vehicles bottoming out.	RR 130 north of Twp 604	Road was bladed.	May 5 <sup>th</sup>
25	May 3 <sup>rd</sup>	1	Administration	Look into multiple trailers setting up on lots	Bonnie Lake – 271 and 367		

Council Requests							
FOR YEAR 2021							
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
26	May 6 <sup>th</sup>	5	Public Works	Check culvert	South of Hwy 28 on RR 180	Will check it out first thing tomorrow morning.	May 6 <sup>th</sup>
27	May 6 <sup>th</sup>	4	Parks and Recreation	Visit campgrounds on weekends and educate campers on camping safety	Lakes		
28	May 6 <sup>th</sup>	4	Communications	Post PCN information on County Website	N/A	Motion already made at April Council meeting to post information.	May 7 <sup>th</sup>
29	May 7 <sup>th</sup>	4	Parks and Recreation	Enforcement of ATV Flame arrestor	N/A	Need specific Bylaw for this. More enforcement may be needed.	May 7 <sup>th</sup>
30	May 7 <sup>th</sup>	4	Parks and Recreation	Rig Mats underwater that could cause ATV accident	South west of Bellis	Trail Twisters installed the rig mats	May 7 <sup>th</sup>
31	May 7 <sup>th</sup>	3	Public Works	Culvert plugged	Sherene Crawford's	Was in the area and water was running. Will go have another look.	May 7 <sup>th</sup>
32	May 10 <sup>th</sup>	2	Public Works	Rough road, needs regular grading	West of RR 134 and Twp 572	Gravel hauled and bladed.	May 10 <sup>th</sup>
33	May 10 <sup>th</sup>	1	Bylaw Enforcement	Unightly Premises	Spedden		
34	May 12 <sup>th</sup>	5	Public Works	To put 1 ½ gravel on road	RR 200 ½ mile south of Twp 602	Grader operator made manager aware. Area was put on list.	May 12 <sup>th</sup>

Council Requests							
FOR YEAR 2021							
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
35	May 12 <sup>th</sup>	4	Ag	Unplug culvert that beavers plugged	RR174 north of Twp 590	Trapper made manager aware this morning. Trapper will unplug this afternoon or tomorrow.	May 12 <sup>th</sup>

*Updated May 12, 2021*

Public Works Road Foreman:

Have stopped issuing Fire Permits since the ban is on.

Being following up on road maintenance and soft spots on roads. Adding gravel as need be.

Did up Haul Road Agreement with Ed Basaraba at Bonnie Lake Resort.

Have logging activity on 132 from Hwy. 652 to and from NW-2-58-13-W4.

Have logging activity on Hwy. 855, 610, 170, 611 and 165 to and from W-17-61-16-W4.

Following up on water problem areas.

Met with Caltex representative and worked out agreement for assistance for gravel and maintenance from Hwy.855 on 590, 171 N to 592. Also they will give the ratepayer portion for a dust control that was partially damaged by their trucks hauling on 172A just S of 590 for a redo.

Worked out with representative from Perpetual for assistance for gravel and maintenance from Hwy.855 on 590, 171 to 592.

Did approvals for 9 new oil wells and 1 pipeline crossing that Caltex will be doing SE of Smoky Lake.

Did approval for 1 oil well that Rolling Hills will be doing N of Hanmore Lake.

Working closely with Ag Department to deal with beaver problem areas.

Bob Novosiwsky





PUBLIC WORKS PLAN  
(PW) GOVERNANCE

5.1.c

Goal	Progress Update		Current Completi...
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Equipment (PW Shop Foreman): 100%

**David Kully:**

**Achievements:**

1. 627 - Regular service and change final drive oil. Apr 21.
2. 502 - Reseal glass in right door. Apr 21.
3. 137 - Replace electric brake assemblies and brake drums, replace breakaway battery and replace wiring to brakes. Apr 22 - 29.
4. 604G - Reinstall track that fell off and tighten tracks to proper tension. Apr 23.
5. 505 - Replace rubbed through heater hoses. Apr 28 - 29.
6. 136 - CVIP, repair wiring to ABS sensors, replace brake shoes and brake drums. Replace 2 wheel seals. Apr 29 - May 4.
7. **482- Deerland made repairs to worn hub. Replace seals for blade carriers for chemical system. Installed solenoid valves to shut off chemical to left and center blade sections. Waiting for 2 replacement blade carriers as splines were worn excessively. May 5 - 12.**
8. 508A - Change flat tire and replace front tires. May 6 - 7.
9. 471 - Remove snow blade of tractor . May 6.
10. 472 - Remove snow blade of tractor . May 6.
11. 455 - Remove snow blade of tractor . May 6..
12. 633 - Remove snow blade of tractor . May 6.
13. 481 - Bring side arm to yard, wire up cable for solenoid controls to mower. May 6.
14. 209 - Repair issues with electric solenoid for backfill blade tilt. May 6
15. 472 - Install wiring and console for one pass chemical system. Install switches for solenoid valves on mower. May 7 - 10.
16. 511 - Finning did warranty repairs for leaking hydraulic line. May 7.
17. 137 - Repair lights. May 11.
18. 507 - Repair leaking tire. May 11.
19. 949 - Replace starting rope. May 11.
20. 954 - Replace water impeller assembly. May 11.
21. 189 - Repair air leak on air bag. May 11.
22. 471 - Replace cab accessories module. May 12.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

0%  
0 / 100%  
100% behind

Vehicle (PW Shop Foreman): 100%

**David Kully:**

**Achievements:**

1. 197 - Completed repairs to engine, recharge A/C. test drive and found new water pump had failed. Replace water pump. Found fan also staying on, replaced coolant temperature sensor for fan control. Apr 21 - May 4.
2. 198 - Replace A/C line, recharge A/C. Replace exhaust flex pipe at turbo. Replace clutch brake and adjust clutch. Apr 21 - 23.
3. 203 - replace u-joints on rear driveshaft. Apr 22.
4. 195 - Remove winter equipment off truck and prepare truck for summer season. Repair tarp. Apr 26 - 27.
5. 226 - Install battery cables to rear of vehicle to help charge battery on dump trailer. Replace fan belt tensioner pulley. Apr 30 - May 3.
6. 203 - replace front and rear brake pads, replace rear caliper brackets. May 3 - 4.
7. 115 - Replace rear brake pads, calipers and brackets. Bleed brakes, regular service. Remove headache rack and wire up new beacon. May 4 - 10.
8. 190 - Repair tarp. may 4.
9. 108 - Remove blade and sander assembly, install cold mix patcher body onto truck. may 4 - 5.
10. 112A - Check pout issues with tail lights flickering, found one pin in body harness not fully engaged in connector. Big Truck Rentals will be reimbursing us for the repair. May 6.
11. 197 - Replace leaking power steering pressure hose. May 10.
12. 116 - Install headache rack and wire up beacon. Recharge A/C. May 7.
13. 108 - Replace radiator. May 10.
14. 101 - Replace front and rear brake pads, replace rear calipers and mounting brackets. Replace rear rotors and upper and lower ball joints. May 11 - 12.
15. 188 - Recharge A/C, install filter for cab air intake. May 11.
16. 198 - Replace wiring harness for injectors and intake valve solenoids. May 11 - 12.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

Protective Services Maintenance/Repair  
(PW Shop Foreman): 100%

**David Kully:**

**Achievements:**

1. 470 - Adjust locking mechanism for right tool box. May 11.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind



**Contract Work (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

- 1. 322 - CVIP, found numerous items that required replacement. Got confirmation to proceed with repairs for school. Ordered parts and currently waiting for them. Apr 28 - May 12.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

0%  
0 / 100%  
100% behind

**Administrative (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

- 1. Review invoices, oil samples, purchase orders and vehicle and equipment checklists.
- 2. Attend managers meetings.
- 3. Reviewed bids for equipment that was for sale and forwarded to CAO. All equipment has been paid for and removed by purchasers. Insurance has been cancelled on skid steer. Apr 21.
- 4. Attend budget meeting Apr 28.
- 5. Attend council meeting Apr 29.
- 6. Attended Asset Management meeting. Apr 30.
- 7. Assisted in interviews for mower operators. May 3 - 4.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

0%  
0 / 100%  
100% behind

**Training (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

- 1. Attended Managers workshop on Problem and Decision Analysis. Apr 20.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

0%  
0 / 100%  
100% behind

**Council Member Inquiry (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

- 1. No Council member inquiries during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

0%  
0 / 100%  
100% behind





EMERGENCY SERVICES PLAN  
(ES) COMMUNITY SERVICES

Goal	Progress Update	Current Completi...
<b>Training Activity (PEACE): 100%</b>	<p><b>Ed English:</b></p> <p><b>Achievements:</b> Attended Joint Health and Safety meeting on March 18, and April 15.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/04/19</p>	<p>0%</p> <p>0 / 100%</p> <p>100% behind</p>
<b>Council Member Inquiry (PEACE): 100%</b>		<p>0%</p> <p>0 / 100%</p> <p>100% behind</p>
<b>Enforcement Activity: 100%</b>	<p><b>Ed English:</b></p> <p><b>Achievements:</b> Following up on unsightly problems at Bellis and Spedden</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/05/13</p>	<p>0%</p> <p>0 / 100%</p> <p>100% behind</p>
<b>Land Use Development: 100%</b>	<p><b>Ed English:</b></p> <p><b>Achievements:</b> Following up on too many RV's issue at Bonnie Lake starting on April 12</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/04/19</p>	<p>0%</p> <p>0 / 100%</p> <p>100% behind</p>

**Resorts Activity: 100%**

**Ed English:**

**Achievements:** Continue to check all day use and campsite areas  
Continue to cut fallen and leaning trees in all areas

Removed matting that was in the ice at Mons Lake on April 28

Delivered 2 loads of firewood to the Smoky Lake complex on May 4

Replaced broken fire ring at Hanmore on May 4

Picnic tables have been returned to Island Lake and Kaduk Lake

Replaced outhouse door at Kaduk Lake (it was in the lake)

Docks are in at Bonnie Lake and rest will be put in before May 15

Cemented 3 tires for the swim ropes and rafts

Rocks and sod were removed from areas we mow grass

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/13

**Animal Control: 100%**

**Ed English:**

**Achievements:** Searched for 2 dogs reported to be on Hwy 28 by Rge Rd 140. May 7 and 8. Unable to locate.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/13

**Protective Services: 100%**

**Ed English:**

**Achievements:** Continued to issue burn permits up to April 14.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/04/19

**ATV Trails: 100%**

**Ed English:**

**Achievements:** Trail activity is picking up  
Completed repairing IHT deficiencies on April 23

Will try to get trail bladed in the next few weeks

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/13

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind

**Peace Officer Program: 100%**

**Ed English:**

**Achievements:** Continue to patrol.  
Portable scales price out around \$2500.00 (same type as Thorhild County)

5 day course to use scales will cost around \$1150.00

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/13

0%  
0 / 100%  
100% behind

**Administrative Activity (PEACE): 100%**

**Ed English:**

**Achievements:** Attended Managers workshop on April 20  
Flags were raised on April 29 after Day of Mourning

2 STEP workers started on May 3 (same 2 as last year)

Attended Aboriginal workshop on May 6

Attended Departmental meeting on April 27

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/13

0%  
0 / 100%  
100% behind

**Rural Addressing: 100%**

**Ed English:**

**Achievements:** 16 addresses on 2021 order (4 are replacements)  
Addressing new development at Bonnie Lake. Will have 37 addresses.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/13

0%  
0 / 100%  
100% behind

**(ES) INFRASTRUCTURE**

Goal	Progress Update	Current Completi...
North Saskatchewan Emergency River Access(es) Planas part of the 2018-2020 Strategic Priorities: 100%		0% 0 / 100% 100% behind

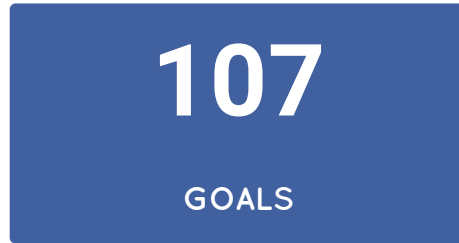
**PARKS & RECREATION PLAN**

**(P&R) COMMUNITY SERVICES**

Goal	Progress Update	Current Completi...
Parks and Recreation Work Plan: 100%		0% 0.404 / 100% 36% behind



5.1.h



### JORDAN RUEGG BEHIND

Goal	Progress Update	Current Completion	Start Date	Due Date
Land Use Planning/Development: 100%	<b>NEW</b> Jordan Ruegg: Achievements: No action was taken during this reporting period. 2021/05/12	25% 25 / 100% 14% behind	2021/01/01	2021/12/01
Warspite Ironhorse Trail RV Parka part of the 2018-2020 Strategic Priorities: 100%	<b>NEW</b> Jordan Ruegg: Achievements: No action was taken during this period. Administration was instructed to hold an Open House on a potential RV park to be located in Warspite but this process has been put on hold due to the ongoing COVID-19 pandemic. Council had wished to hold the Open House in person to provide ratepayers with an opportunity to provide their input in person but this has not been possible due to the pandemic. Once large in-person gatherings are permitted again, an Open House will be scheduled. 2021/05/12	0% 0 / 100% 84% behind	2017/12/31	2021/12/31

<p><b>(P&amp;D) Attend Joint Health &amp; Safety Meetings: 12 Meeting(s)</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Manager and the Planning and Development Assistant attended the Joint Health &amp; Safety Meeting held on April 13, 2021.  2021/05/12</p>	<p>40%  <b>4.8 / 12 Meeting(s)</b>  6 Meeting(s) behind</p>	<p>2021/03/15</p>	<p>2021/12/31</p>
<p><b>(P&amp;D) Prepare a Draft 5 Year Function Budget</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/05/12</p>	<p>0%  48% behind</p>	<p>2021/01/01</p>	<p>2021/10/01</p>
<p><b>(P&amp;D) Prepare Annual Budget</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/05/12</p>	<p>0%  48% behind</p>	<p>2021/01/01</p>	<p>2021/10/01</p>
<p><b>Recreational Lease Disposition Renewal – REC Lease 170005 (NW-24-60-17-W4M)</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period. The Planning and Development Manager plans to include renewal of the Disposition as part of the 2022 budget year.  2021/05/12</p>	<p>10%  18% behind</p>	<p>2021/01/28</p>	<p>2023/01/01</p>
<p><b>Recreational Lease Disposition Renewal – REC Lease 170007 (NE-34-61-17-W4M)</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period. The Planning and Development Manager plans to include renewal of the Disposition as part of the 2022 budget year.  2021/05/12</p>	<p>10%  18% behind</p>	<p>2021/01/28</p>	<p>2021/12/31</p>
<p><b>Department License of Occupation (DLO) Renewal – DLO 170189 (NE-20-61-17-W4M).</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period. The Planning and Development Manager plans to include renewal of the Disposition as part of the 2022 budget year.  2021/05/12</p>	<p>10%  18% behind</p>	<p>2021/01/28</p>	<p>2021/12/31</p>

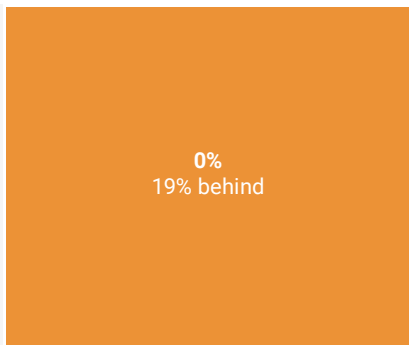


**Alberta Coal Policy & the Eastern Slopes**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager completed the survey regarding the review of the 1976 Coal Policy and will monitor the process of the Regional Headwater Protection Plan as it is rolled out by the Province.

2021/05/12



2021/04/23

2021/05/27

**COMPLETE**

Goal	Progress Update	Current Completion	Start Date	Due Date
Inter-municipal Collaborative Frameworks with the Counties of St. Paul, Lac La Biche & Two Hills as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Town of Smoky Lake as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Village of Vilna part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Village of Waskatenau part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhild as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2021/04/01
Planning and Development Manager Work Plan: 100%		100% 100 / 100% -	2021/01/01	2021/04/01
Land Use Bylaw Amendments - Recreational Vehicles		100% -	2021/01/01	2022/01/01
Intermunicipal Development Plan with Lamont County		100% -	2019/08/27	2021/04/21
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)		100% -	2020/10/22	2020/12/31
Bylaw No. 1380-20: Road Closure – Undeveloped Road Allowance; East Side of River Lot 10 (Victoria Settlement)		100% -	2020/10/22	2020/12/31
Canadian Heritage River System (CHRS)		100% -	2020/12/02	2020/12/31
International Dark-Sky Association (IDA)		100% -	2020/10/29	2020/12/31

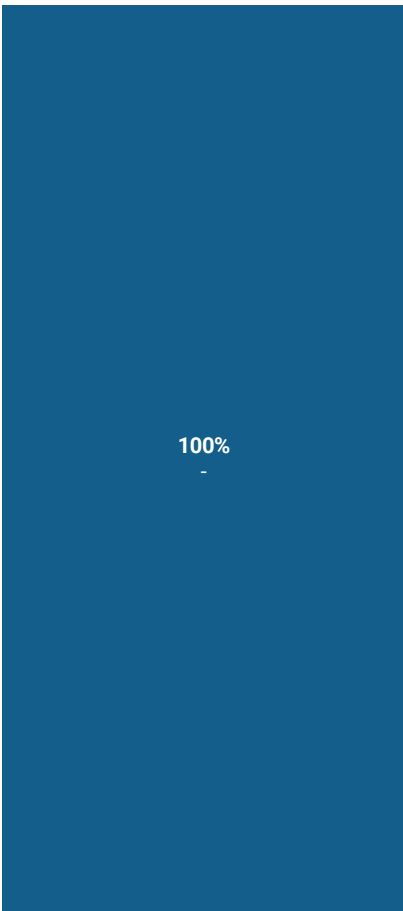
Alberta Wetlands Replacement Program Memorandum of Understanding (MOU)	100% -	2020/10/29	2020/12/31
Policy Statement No. 61-11-01: Planning and Development Fees	100% -	2020/10/29	2020/12/31
Land Use Bylaw No. 1272-14 Amendment – RVs & Campsites	100% -	2020/10/29	2020/12/31
Land Use Bylaw No. 1272-14 Amendment – Shipping Containers	100% -	2020/10/29	2020/12/31
Land Use Bylaw No. 1272-14 Amendment – Tiny Homes	100% -	2020/10/29	2020/12/31
Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas	100% -	2020/10/29	2020/12/31
Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area	100% -	2020/12/10	2021/12/31
Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation	100% -	2020/12/10	2021/12/31
Bylaw No. 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes	100% -	2020/12/10	2021/12/31
Bylaw No. 1387-20: Planning and Development Fees	100% -	2020/12/10	2021/12/31
Policy Statement No. 61-05-05: Planning and Development Fees	100% -	2020/12/10	2021/12/31
Lamont County Intermunicipal Development Plan (IDP) Proposed Bylaw No. 1383-20	100% -	2020/12/10	2021/12/31
Lamont County - Intermunicipal Collaboration Committee (ICC) Meeting	100% -	2020/12/10	2021/12/31
Steven Leluik, Landowner - Waterfront Access Proposal	100% -	2020/12/10	2021/12/31
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.31 acres)	100% -	2020/12/10	2021/12/31
Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) - Thorhild County	100% -	2020/12/10	2021/12/31
Watershed Resiliency and Restoration Program	100% -	2020/12/10	2021/12/31
Wetland Replacement Program Memorandum of Understanding	100% -	2020/12/10	2021/12/31
Intermunicipal Collaboration Committee (ICC) Meeting with Lamont County	100% -	2020/12/10	2021/12/31
Alberta Environment and Parks	100% -	2020/12/10	2021/12/31
Alberta Development Officers Association (ADOA)	100% -	2020/12/10	2021/12/31

Victoria District Economic Development Strategy: Business Plan	100% -	2020/11/26	2021/12/31
Bylaw No. 1390-20: Victoria District Economic Development Strategy Business Plan	100% -	2020/12/16	2021/12/31
Victoria District Economic Development Strategy: Municipally Controlled Corporation (MCC)	100% -	2020/12/16	2021/12/31
Vision XS Ltd. Scope of Work – Memorandum of Understanding	100% -	2020/12/16	2021/12/31
Nuisance and Unsightly Properties	100% -	2020/12/11	2021/12/31
(P&D) Complete Annual Work Plan	100% -	2021/01/01	2021/02/26
Heritage Board Volunteer Recognition Certificates	100% -	2021/01/28	2021/12/31
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	<b>NEW</b> Jordan Ruegg: Achievements: The sale respecting the lands legally described as Pt. SW-06-59-15-W4M, from Smoky Lake County to the Province has been completed and registered with the Land Titles Office. The County has received full payment of the \$705.00 that was agreed to between the County and the Province for the sale of said lands. <i>2021/05/12</i>	2021/01/28	2021/12/31
Bylaw No. 1386-20: Amending Land Use Bylaw No. 1272-14 for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes	100% -	2021/01/28	2021/12/31
Discharge of Caveat – NW-4-59-15-W4M	100% -	2021/01/28	2021/12/31
Government of Canada's 2021 Environmental Damages Fund	100% -	2021/01/28	2021/12/31
Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan	100% -	2021/01/28	2021/12/31
Danny and Kathy Bittner - Landowners	100% -	2021/01/28	2021/12/31
Temporary Road Closure - Range Road 172, South of Township Road 600	100% -	2021/02/16	2021/12/31
Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan	100% -	2021/02/25	2021/12/31
Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan	100% -	2021/02/25	2021/12/31

Bylaw No. 1391-21: Smoky Lake County & Lamont County Intermunicipal Collaboration Framework	100% -	2021/02/25	2021/12/31
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	100% -	2021/02/25	2021/12/31
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	100% -	2021/02/25	2021/12/31
Private Property within the Hamlet of Spedden	100% -	2021/02/25	2021/12/31
2021 Annual Planning Conference and Education Session	100% -	2021/02/25	2021/12/31
Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M	100% -	2021/03/04	2021/12/31
Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M	100% -	2021/03/04	2021/12/31
Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M	<b>NEW</b> Jordan Ruegg: Achievements: The sale respecting the lands legally described as Pt. SW-06-59-15-W4M, from Smoky Lake County to the Province has been completed and registered with the Land Titles Office. The County has received full payment of the \$705.00 that was agreed to between the County and the Province for the sale of said lands. <i>2021/05/12</i>	2021/03/04	2021/12/31
Lake Subdivision Wayfinding Signage	100% -	2021/03/08	2021/12/31
Treaty Six Acknowledgement	100% -	2021/03/08	2021/12/31
Bylaw No. 1393-21: Amend Land Use Bylaw	100% -	2021/03/25	2021/12/31
Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) - Thorhild County	100% -	2021/03/25	2021/12/31
Steven Leluik, Landowner - Waterfront Access Proposal Hillside Acres	100% -	2021/03/25	2021/12/31

**Achievements:** A Development Agreement between Smoky Lake County and Bascor Developments Ltd. was signed and entered into on April 30, 2021, for Stage 3 and Stage 4 of the Bonnie Lake Resorts Development, for the lands legally described as Plan 1821256, Block 6, Lot 1). In addition to the other terms and conditions of the Agreement, said Agreement also includes a condition requiring Bascor to provide all potential buyers of the said lots a

**Disclosure Statement** acknowledging the base of the roads are constructed to an asphalt standard to a completed gravel surface, and an asphalt or other permanent oiled surfacing within the subdivision phases will be undertaken through a petition of residents of the said subdivision and the County will cause the work to be undertaken through a **Local Improvement Levy** pursuant to the *Municipal Government Act*.  
2021/05/12





**Development Agreement for Stage 3 & 4 of Bonnie Lake Resort Subdivision**

**NEW** Jordan Ruegg:

**Achievements:** A Development Agreement between Smoky Lake County and Bascor Developments Ltd. was signed and entered into on April 30, 2021, for Stage 3 and Stage 4 of the Bonnie Lake Resorts Development, for the lands legally described as Plan 1821256, Block 6, Lot 1). In addition to the other terms and conditions of the Agreement, said Agreement also includes a condition requiring Bascor to provide all potential buyers of the said lots a

**Disclosure Statement** acknowledging the base of the roads are constructed to an asphalt standard to a completed gravel surface, and an asphalt or other permanent oiled surfacing within the subdivision phases will be undertaken through a petition of residents of the said subdivision and the County will cause the work to be undertaken through a **Local Improvement Levy** pursuant to the *Municipal Government Act*.  
2021/05/12

100%  
-

2021/04/27

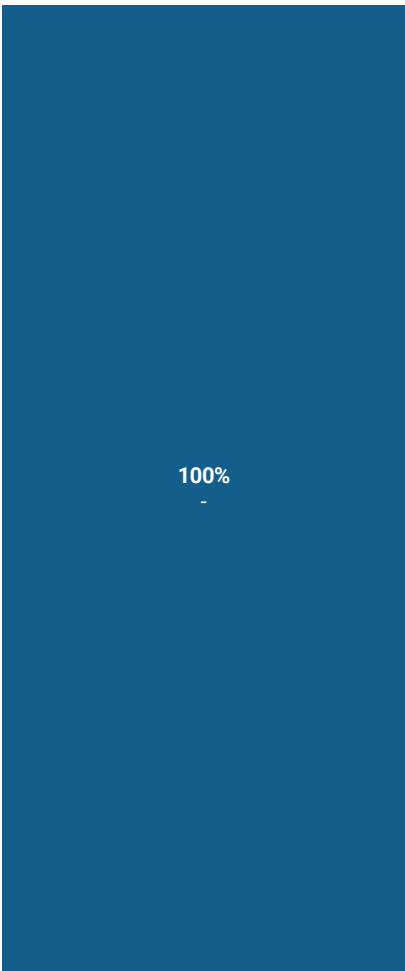
2021/05/27

**Bylaw No. 1393-20: Land Use Bylaw 1272-14 amendment to rezone a portion of SE-29-59-19-W4M, from Agriculture (AG) District to Highway Commercial (C1) District**

**NEW** Jordan Ruegg:

Achievements: Bylaw No. 1393-20: A Bylaw amending the Smoky Lake County Land Use Bylaw 1272-14 for the purpose of rezoning a portion of the lands legally described as SE-29-59-19-W4M, from Agriculture (AG) District to Highway Commercial (C1) District, was adopted by at the April 29, 2021 County Council meeting. The Planning and Development Manager sent a letter to the applicant, dated April 30, 2021, informing him of Council's decision to adopt the Bylaw and informing the applicant that he may proceed with his application for subdivision of said lands. The Planning and Development Manager also informed Municipal Planning Services, the County's Subdivision Authority, of the change in zoning for the portion of the lands. The Planning and Development Manager also informed the GIS Technician of the change and she has inputted this change into the County's GIS data.

2021/05/12



2021/04/29

2021/06/30

**Verbal Update: North Saskatchewan Heritage River Project**



2021/04/23

2021/05/27

**ON TRACK**

Goal	Progress Update	Current Completion	Start Date	Due Date
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Road Closures: 100%

**NEW** Jordan Ruegg:

**Achievements:** Bylaw 1380-20 was sent to Alberta Transportation for the Minister's approval in October 2020. Once the Minister's approval is granted, the Bylaw will be brought back to Council for consideration of Second and Third Readings.

**OTHER ROAD CLOSURE FILES**

The Planning and Development Department continues to work on a number of Road Closure files that are at various stages of completeness and will continue to process new applications as they arise.

2021/05/12

35%  
35 / 100%  
1% behind

2021/01/01

2021/12/31

GIS Activity (P&D): 100%

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department has been working with the GIS Technician to update the County's GIS to reflect the recent rezoning Bylaw that was adopted by Council to ensure data accuracy.

The Planning and Development Department has also worked with the GIS Technician to identify gaps in the County's GIS data and to correct these gaps when they are identified.

2021/05/12

40%  
40 / 100%  
4% ahead

2021/01/01

2021/12/31

Heritage: Management: 100%

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department attended a meeting of the Smoky Lake County Regional Heritage Board on May 7, 2021.

The Planning and Development Department presented a draft of Bylaw 1371-20 (Regionalization of the Heritage Board) at the April 6, 2021 Administrators' Meeting. The Planning and Development Department will present the revised Bylaw at the next Intermunicipal Collaboration Committee for consideration.

2021/05/12

25%  
25 / 100%  
4% ahead

2017/12/31

2033/12/31

Subdivision Development Appeal Board  
Updates: 100%

**NEW** Jordan Ruegg:

**Achievements:** The SDAB Clerk received a Notice of Appeal of Development Permit DP-007-21, on May 7, 2021. A Hearing of the Subdivision and Development Appeal Board must be scheduled within 30-days of receipt of this Notice. The SDAB Clerk is working with the SDAB Members to finalize a date and time for said Hearing to take place. Council will be provided with an updated once the Hearing has been concluded and the Board has reached a decision.

2021/05/12

40%  
40 / 100%  
4% ahead

2021/01/01

2021/12/31



**Training Activity: 100%**

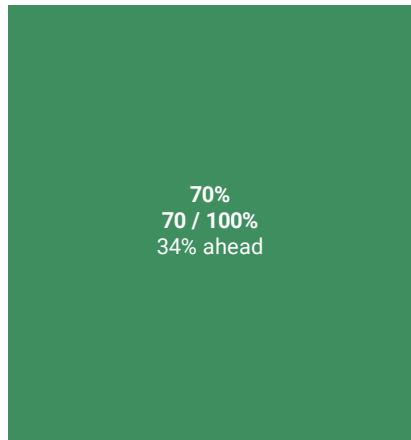
**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Assistant continues to work on the following courses offered through the University of Alberta's Extension Program:

Policy Planning and Program Evaluation; and

Human Resource Management.

2021/05/12



2021/01/01

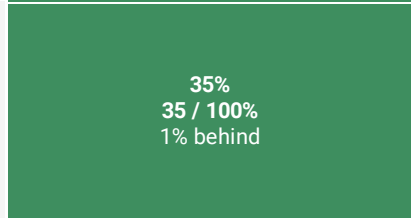
2021/12/31

**Council Member Inquiry (P&D): 100%**

**NEW** Jordan Ruegg:

**Achievements:** No action was taken during this reporting period.

2021/05/12



2021/01/01

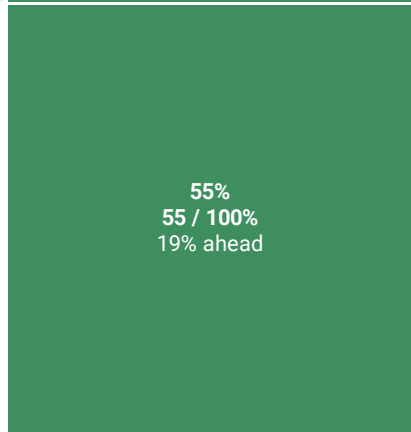
2021/12/31

**Sales of Municipally-Owned Land: 100%**

**NEW** Jordan Ruegg:

**Achievements:** The sale respecting the lands legally described as Pt. SW-06-59-15-W4M, from Smoky Lake County to the Province has been completed and registered with the Land Titles Office. The County has received full payment of the \$705.00 that was agreed to between the County and the Province for the sale of said lands.

2021/05/12



2021/01/01

2021/12/31

<p><b>Victoria District Economic Development Plan as part of the 2018-2020 Strategic Priorities: 100%</b></p> <p><b>NEW Jordan Ruegg:</b>  <b>Achievements:</b> The Planning and Development Department is working in conjunction with the Community Economic Development Officer to create a public engagement plan with respect to the Victoria District Economic Development Strategy and the initiation of a Municipally Controlled Corporation. Open Houses have been scheduled for May 19th and 26th at 7:00 p.m., and on June 2nd at 12:00 p.m. ahead of the Public Hearing on June 8th at 5:30 p.m.  <i>2021/05/12</i></p>	<p>55%  55 / 100%  19% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p><b>Land Use Bylaw Changes as part of the 2018-2020 Strategic Priorities Planning and land development policies and regulations are streamlined for efficiency and regionally focused to encourage sustainable development within the region.: 100%</b></p>	<p>45%  45 / 100%  6% ahead</p>	<p>2021/01/01</p>	<p>2021/12/01</p>
<p><a href="#">Public Hearing - Re: Amendment: 1 Milestone(s)</a></p>	<p>15%  0.15 / 1 Milestone(s)  -</p>	<p>2021/03/15</p>	<p>2021/06/01</p>
<p><b>Nuisance Ground StudyNote: Strategic Priorities Chart Feb 6, 2017: 100%</b></p> <p><b>NEW Jordan Ruegg:</b>  <b>Achievements:</b> Additional reclamation work was completed during the month of March. Outstanding work at this time includes backfilling and compaction. Once these activities have been completed, an inspection will be performed before final signoff of the work. Once the work has been completed, the next step is to submit a report to Alberta Environment and Parks and make application to have the development setback reduced or eliminated.  <i>2021/05/12</i></p>	<p>85%  85 / 100%  13% ahead</p>	<p>2021/01/01</p>	<p>2021/07/01</p>

<b>Industrial Park: 100%</b>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Department continues to work with the Economic Development Officer to identify potential opportunities to attract industrial development.</p> <p>2021/05/12</p>	<p>36%</p> <p>36 / 100%</p> <p>-</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<b>Field Work/Research</b>		<p>0%</p> <p>-</p>	<p>2020/01/01</p>	<p>2021/12/31</p>
<b>Manager's Meetings</b>		<p>0%</p> <p>-</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<b>Heritage Resources</b>		<p>10%</p> <p>10% ahead</p>	<p>2021/01/01</p>	<p>2021/12/01</p>
<b>Enforcement Actions</b>		<p>0%</p> <p>-</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<b>(P&amp;D) Attend Annual Safety Meeting</b>		<p>0%</p> <p>-</p>	<p>2021/01/01</p>	<p>2021/12/01</p>
<b>International Dark-Sky Association (IDA) - Dark Skies Nomination and Designation</b>		<p>86%</p> <p>49% ahead</p>	<p>2020/12/10</p>	<p>2021/12/31</p>
<b>Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board</b>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Department will be bringing forward Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board to the Intermunicipal Collaboration Committee meeting on May 28, 2021, for further discussion between the County, Town and Villages.</p> <p>2021/05/12</p>	<p>50%</p> <p>13% ahead</p>	<p>2020/12/10</p>	<p>2021/12/31</p>
<b>Government of Alberta's Heritage Preservation Partnership Program</b>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Department is awaiting to hear from the Alberta Heritage Preservation Partnership Program regarding the County's application for grant funding. The Planning and Development Manager will provide an update to Council as soon as a response has been received.</p> <p>2021/05/12</p>	<p>30%</p> <p>2% ahead</p>	<p>2021/01/28</p>	<p>2021/12/31</p>

**Smoky Lake County Regional Heritage Board - 2021 Alberta Heritage Conservation Grant**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager is awaiting to hear back from the Minister regarding the Smoky Lake County Regional Heritage Board's application to the 2021 Alberta Heritage Conservation Grant for the Ruthenia School Municipal Historic Resource. The Planning and Development Manager will provide an update to Council once a decision has been made.

2021/05/12

30%  
2% ahead

2021/01/28

2021/12/31

**Alberta Conservation Association's 2021-22 Conservation, Community & Education Grant**

**NEW** Jordan Ruegg:

**Achievements:** No action was taken during this reporting period. The Planning and Development Department is awaiting to hear whether or not the County's grant application has been successful. Council will be provided with an update once a decision has been reached.

2021/05/12

26%  
2% behind

2021/01/28

2021/12/31

**Canadian Heritage Rivers System (CHRS) - Parks Canada Funding Contribution**

75%  
47% ahead

2021/01/28

2021/12/31

**Municipal Excellence Award Nomination**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager is awaiting a response from the Minister regarding the County's self-nomination for a Municipal Excellence Award and will provide Council with an update once a response has been received.

2021/05/12

50%  
29% ahead

2021/02/25

2021/12/31



**International Dark-Sky Association (IDA)**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department is conducting additional research and developing a public participation plan for consideration of a possible Dark Skies designation for part(s) of Smoky Lake County.

2021/05/12

18%  
-

2021/03/08

2021/12/31

**Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department is working on drafting a Public Participation Plan and an amendment to the Land Use Bylaw relating to the to the licensing for, and keeping of, small livestock animal units in hamlet and residential districts, and will forward said plan and amendment to the next Committee of the Whole meeting for discussion.

2021/05/12

17%  
1% behind

2021/03/08

2021/12/31

**Alberta Wetlands Replacement Program**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department and the CAO met with representatives from CPP Environmental on May 11, 2021, to discuss the Wetland Replacement Program and potential sites within the County that could be suitable for the Program. The Planning and Development Department will speak with the Public Works Manager to finalize suitable locations and will continue to work with CPP and AEP to advance these projects.

2021/05/12

18%  
-

2021/03/08

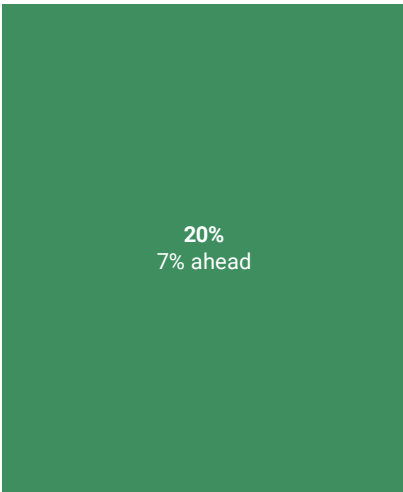
2021/12/31

**Safety Codes Audit**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department, in conjunction with the partnering municipalities, has prepared an action plan to address the observations and recommendations made by the Safety Codes Council in the 2020 Safety Codes Audit. The Action Plan will be presented to the Intermunicipal Collaboration Committee on May 28, 2021 for discussion.

*2021/05/12*



2021/03/25

2021/12/31

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager is working on preparing a draft Request for Proposals (RFP) for a Safety Codes Services Agreement and will forward said RFP to the next meeting of the Intermunicipal Collaboration Committee for consideration by the partnering municipalities.

The Planning and Development Department is also working on developing a survey to assess the level of satisfaction that ratepayers have with the current Safety Codes Services provider. Once the survey has been developed, it will be forwarded to the next meeting of the Intermunicipal Collaboration Committee for consideration by the partnering municipalities. Each partnering municipality will be responsible for sending the survey to its ratepayer who have utilized Safety Codes Services in the recent past, however, the same survey will be use by each partnering municipality to ensure consistency, and the results will be consolidated into a single report which will be presented to the Intermunicipal Collaboration Committee for review.

2021/05/12

2021/03/25

2021/12/31



13%

-

**Safety Codes Agency Contract – Request for Proposals**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department is currently preparing a draft Request for Proposals for a Safety Codes Services Agreement, to be forwarded to the next Intermunicipal Collaboration Committee meeting for discussion. The Request for Proposals will be accompanied by a survey, to be prepared by Smoky Lake County as the managing partner, to assess the quality of service that is being provided by the current Safety Codes Services provider. The survey will be administered by each partnering municipality, and the results will be consolidated and brought to the Intermunicipal Collaboration Committee for discussion once completed.

2021/05/12

13%

-

2021/03/25

2021/12/31

**Victoria District Economic Development – Municipally Controlled Corporation (MCC)**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department is working in conjunction with the Community Economic Development Officer to create a public engagement plan with respect to the Victoria District Economic Development Strategy and the initiation of a Municipally Controlled Corporation. Open Houses have been scheduled for May 19th and 26th at 7:00 p.m., and on June 2nd at 12:00 p.m. ahead of the Public Hearing on June 8th at 5:30 p.m.

2021/05/12

50%  
48% ahead

2021/04/29

2021/06/30

**Road Maintenance Agreement with Thorhild County**

15%  
2% ahead

2021/03/25

2021/12/31



May 10<sup>th</sup>, 2021

We want to hear from you! Smoky Lake County, the Town of Smoky Lake, the Village of Waskatenau, and the Village of Vilna are undertaking a review of service-levels and satisfaction of its Safety Codes providers (i.e., Building, Electric, Plumbing, Gas, Private Septic inspectors).

Our records indicate you have obtained a permit in the last 5 years. Please complete and return this short survey or visit [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca) before June 30<sup>th</sup>, 2021 to help inform decision-making and improve services.

1. Did you get value from the service? Yes No
2. Was the service prompt and timely? Yes No
3. Did the Inspector communicate clearly? Yes No
4. If you encountered questions, were they answered? Yes No
5. Have you obtained permits in other municipalities outside the Smoky Lake Region?  
Yes No. If yes, how did this experience compare? Better Worse N/A
6. Where was your project located?  
Smoky Lake County (if County, then rural, hamlet, or lake lot?)  
Town of Smoky Lake  
Village of Vilna  
Village of Waskatenau
7. Are you a  homeowner or a  contractor?
8. On a scale of 1 through 10, with one being low and ten being high satisfaction, how would you rate your experience overall? \_\_\_\_\_
9. Do you have any suggestions about how to improve the Safety Codes permitting service? *If necessary, attach additional pages.*

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For questions, please contact the Managing Partner Smoky Lake County Planning & Development at 780-656-3730 or by email at [pd@smokylakecounty.ab.ca](mailto:pd@smokylakecounty.ab.ca). We will publish a 'What We Heard' Report on the County website in mid-June to share the results of this survey.





## **Safety Codes Action Plan – J000148 – Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna (BEPG)**

Smoky Lake County, as the Quality Management Plan Manager for Joint Accreditation J000148, hereby submits the following Action Plan to address the observations and recommendations made by the Safety Codes Council's external audit, dated January 11-14, 2021. The Action Plan includes specific steps that will be taken by the Municipalities and the Municipalities' contracted agency.

### **1. PERFORMANCE**

*Recommendation: The Municipalities will enhance their procedure to identify permits that have reached their expiration date or exceeded a reasonable timeframe of the work since last activity; and that an action is initiated to extend, expire, or determine the status of the work as per the permit conditions and Permit Regulation.*

*Action: The Municipalities will work with the contracted agency to develop a procedure through eSITE that will "flag" permits that are nearing expiration so that they can be followed-up on. The Municipalities will work with the contracted agency to review and revise the Quality Management Plan to set an expiry date for all disciplines permits. Procedures for informing applicants of the permit timelines will be established in order to reduce the number of permits that expire or require extensions.*

### **2. QUALITY MANAGEMENT TRAINING**

*Recommendation: The Municipalities will maintain records of all Quality Management Plan training and make the available to the Council upon request.*

*Action: Each Municipality will ensure that one (1) individual from each Municipality has completed the Quality Management Plan Training (Course 100181) through Council Connect, by the end of 2021, and the QMP Manager will provide the Safety Codes Council with a record of this training upon request.*

### **3. ORDERS**

*Recommendation: The Municipalities will collect the required information and advise the Council on the resolution or rile closure for these outstanding orders.*

*Action: The Quality Management Plan Manager is currently reviewing the outstanding orders with its contracted agency to determine the current status of the orders and to determine the appropriate course of action to remedy these orders. The QMP Manager will provide an update to the Council when these orders have been resolved.*



#### 4. INFORMATION COLLECTION

*Recommendation: The issued permit must contain all imposed terms and applicable conditions as information for the applicant is outlined in the Quality Management Plan and/or Permit Regulation.*

*Action: The QMP Manager will work with the contracted agency to ensure that building permits include and refer to the permit conditions detailed in the plans review report.*

#### 5. CONSTRUCTION DOCUMENTS REVIEW

*Recommendation: The Municipalities will ensure all required information is collected and documented prior to permit issuance and a final inspection conducted as per regulations and the Quality Management Plan.*

*Action: The Municipalities will review the permit issuance and final inspection procedures employed by the contracted agency to ensure that all requirement documentation is collected prior to permit issuance and final inspection is completed.*

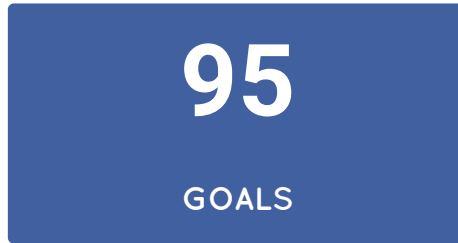
#### 6. SITE INSPECTIONS AND REPORTS

*Recommendation: A safety codes officer will, for each inspection required by the Quality Management Plan, complete an inspection report noting safety codes officer's designation of power number, a complete description of the work in place at the time of inspection, and a description on how the previous recorded deficiencies were resolved.*

*Action: The Municipalities will conduct regular reviews of inspection reports with the contracted agency to ensure accuracy and adherence to the requirements outlined in the QMP.*



5.1.i



## NATURAL GAS PLAN

Goal	Progress Update
<p><b>AMR meter expiration replacement</b>            Note: Strategic Priorities Chart Feb 6, 2017: 100%</p>	<p><b>Daniel Moric:</b>            Achievements: Completed            Challenges: <i>No value</i>            Next Steps: <i>No value</i>            2021/05/12</p>
<p><b>Odorant Activity: 100%</b></p>	<p><b>Daniel Moric:</b>            Achievements: <i>No value</i>            Challenges: <i>No value</i>            Next Steps: <i>No value</i>            2021/05/12</p>
<p>→ <b>Deliver Odorant</b></p>	<p><b>Daniel Moric:</b>            Achievements: -April 1/21 - April 30/21. 27 hrs x 2 servicemen = 54 hrs spent completing odorant deliveries to Smoky Lake County Gas Utility, Sedgewick/Killam Gas Utility, Iron Creek Gas Co-op, Phoenix Gas Co-op, County of Vermillion River Gas Utility, Village of Boyle Gas Utility, Lac La Biche District Gas Co-op, and Goodfish Lake Gas Utility.            -May 1/21 - May 12/21. 17 hrs x 2 servicemen = 34 hrs spent completing odorant deliveries to Paintearth Gas Co-op and County of Thorhild Gas Utility.            Challenges: <i>No value</i>            Next Steps: <i>No value</i>            2021/05/12</p>

**CNG Trailer: 100%****Daniel Moric:**

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2021/05/12

**Compressed natural gas trailer****Daniel Moric:**

**Achievements:** -One CNG trailer is now in possession of Phoenix Gas Co-op in Wainwright, as per Gas Alberta's decision.  
-CNG trailer was utilized in the end of April for a pipeline re-route for Paintearth Gas Co-op. Alberta Transportation is re-aligning highway 12 and the Co-op had to move a regulator station and 3 pipelines. Trailer was used for the tie-in's to keep gas to the village of Halkirk.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

**Administrative Activity (GAS): 100%****Daniel Moric:**

**Achievements:**

- Attend weekly manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- April 2021 gas price was \$4.70/GJ. May 2021 gas price has increased to \$4.80/GJ.
- Apply for new gas services and complete all of the required paperwork.
- Continue to get easements and contracts signed as necessary.
- Working on invoicing construction, odorant and CNG jobs.
- Continually signing customers up for receiving their gas bills by email. Currently have 347 accounts registered. An increase of 13 since last report.
- Posted in the gas bills for customers wanting to go on equalized billing as well as a weed insert from the AG Dept.
- Practicing social distancing as much as possible during these uncertain times. Staff have been given additional PPE to help prevent contracting and transferring COVID-19

Challenges: *No value*

Next Steps: *No value*

2021/05/12

→Service Calls: 100%

**Daniel Moric:**

**Achievements:** -1 Outside gas smell service call where we found the utility regulator venting. Replaced regulator. (Garner Lake)

-1 Outside gas smell service calls where we found 2 leaks on the meter piping. (Vilna)

-1 Gas smell service call inside house. Hot water tank control valve leaking gas when not burning. Turned appliance off and told customer to replace it. (Garner Lake).

1 Gas smell service call inside house. Customer replaced hot water tank himself and damaged a pipe fitting causing gas leaks. (Mons Lake)

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Documentation of jobs

→Daily Vehicle Inspections

→Pre job meetings

**Daniel Moric:**

**Achievements:** Employees fill out a Job Safety Analysis while working. They are supplied with a JSA booklet, as well as a simplified JSA is on our Customer Service Report that is completed for every job.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Undertake On-Call

**Daniel Moric:**

**Achievements:** Employees continue to be on call for after hours issues that may arise.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Management meeting

**Daniel Moric:**

**Achievements:** Attend weekly managers meetings

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Complete Invoicing

→Clean truck

→Utility Personnel Meeting



### →Tool Box meeting

#### **Daniel Moric:**

**Achievements:** We, as a department, either meet at a safe distance or have a group phone call, as required to discuss any issues or jobs that are in progress, or will be starting. We have a meeting a minimum of once per week. Will also start attending the Monday morning safety meetings at the shop, once deemed safe to do so.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

### →Gas balancing

#### **Daniel Moric:**

**Achievements:** Every month, monitor the amount of gas purchased from Gas Alberta and compare to the amount of gas sold. Allows us to closely monitor possible under/above ground leaks or metering issues that may occur.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

### →Main Office Safety Meeting

#### →Meter readings

#### **Daniel Moric:**

**Achievements:** Collect meter readings monthly for customer billing

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

### →Managers reports

#### **Daniel Moric:**

**Achievements:** Create reports for Council for the Natural Gas Utility meetings as required

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

### →Delinquent accounts

#### **Daniel Moric:**

**Achievements:** -Send out overdue account notices to customers who are over 60 days overdue on paying their gas bill(s).  
-Transfer overdue account balances to tax roll.

-In the process of have our legal representatives apply liens on overdue account properties in Vilna.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Paperless billing

**Daniel Moric:**

**Achievements:** Currently have 347 natural gas accounts receiving bills by email. An increase of 13 since last reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Attend Conventions

**Daniel Moric:**

**Achievements:** Federation has indicated that they are planning on having the FIRE AGM on June 17th virtually. I have forwarded the meeting info Council on April 27th, and will update Council by email when I receive more updates.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Auditor documentation

**Daniel Moric:**

**Achievements:** No action since last reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Strategic plan

→Utility meetings

**Daniel Moric:**

**Achievements:** Prepare agendas and meeting packages as well as attend utility meetings with Council to discuss any issues, answer questions, and give information and updates as to what is happening within the Department.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Departmental meetings

**Daniel Moric:**

**Achievements:** Will be attending County Departmental Meeting on May 21, 2021

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Job Interviews

## Employee evaluations

### Daniel Moric:

**Achievements:** Will be completing employee evaluations this month.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

## Other duties

### Daniel Moric:

**Achievements:** Other duties include picking up the mail from the post office every morning, picking up parcels from the post office or Pappy's as needed, delivering mail from the County Office to the post office as needed, cleaning and disinfecting my office daily, and doing misc filing in the vault to ensure the natural gas paperwork is filed to the appropriate land file.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

## O & M Policy

### Daniel Moric:

**Achievements:** -Continually review and update the Federation O&M Policy Manual, as required.  
-Federation Audit will be occurring on June 15th, with auditor Delbert Beazer completing the audit in person. Will be forwarding him as much info as I can prior to his arrival to minimize his time spent here.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

## Automatic Meter Readings

### Daniel Moric:

**Achievements:** Continue to read natural gas meter using the AMR system monthly

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

## Training Activity (GAS): 100%

### Daniel Moric:

**Achievements:** Daniel Malysh is completing the yearly PE Fusion recertification course offered by the Federation on May 12th. William Gray was scheduled to be in the Gas Utility Operator program starting April 20th for the in-class portion at the Federation office, but due to the tighter restrictions, was postponed to a later date to be announced.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

## Natural Gas Construction of Infrastructure: 100%

### Daniel Moric:

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2021/05/12

### →Line locates

### Daniel Moric:

Achievements: -79 line locates were complete since last reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

### →RMO Checks

### Daniel Moric:

Achievements: -Check each RMO weekly as part of our regular maintenance. This ensures we can rectify any issues as they arise.

-Phone line was corroded inside the TELUS phone ped that services our TAP 7. Station could not communicate for almost 2 months until TELUS repaired it. Will be installing cellular phone modem at TAP 7 as this is a regular occurrence.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

### →Magazine check

### Daniel Moric:

Achievements: Complete explosives magazine inventory monthly.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

### →Odor sample

### Daniel Moric:

Achievements: Monthly odorant intensity checks ( 20 locations )

Challenges: *No value*

Next Steps: *No value*

2021/05/12

## →Vehicle maintenance

### **Daniel Moric:**

#### **Achievements:**

-Complete vehicle/equipment maintenance as required.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

## →Equipment maintenance

### →Leak detection

### **Daniel Moric:**

**Achievements:** Investigating gas leaks as they are reported. Will be hiring a third-party line walking crew to perform leak detection on our underground gas lines, as required by the Federation policy.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

## →PFM check

### **Daniel Moric:**

**Achievements:** Check Pressure Factor Measurement (PFM) on meter sets measuring above 1 PSI, as required by Measurement Canada. Sent yearly PFM report to MC in January for the year 2020. They audit our PFM reporting every 3 years and complete a scheduled site visit to ensure correct metering practices are followed.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

## →Public building inspections

### →Cathodic protection

### **Daniel Moric:**

**Achievements:** -Cathodic protection is the protection of the underground metallic pipelines from oxidization and rusting using sacrificial anodes of varying metals. Yearly, we check the condition of these anodes and replace the anodes as they deplete beyond their effectiveness. This helps greatly extend the lifetime of our high pressure pipelines and the risers that extend out of the ground. This is completed during the summer, as the readings are less accurate during the winter due to frozen soil conditions. We also monitor the pipes for the fuel pumps at the County shop as required by the regulatory bodies

-Will be hiring a third party company this year to complete our cathodic protection study, as it is required by the Federation O&M Manual to be completed by a third party company every 2 years.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Tetlar bag samples

**Daniel Moric:**

**Achievements:** Will be collecting tetlar bag samples in March/April and sending them to Exova Labs in Edmonton for analysis. Required yearly to ensure the molecular content of the natural gas we are supplying to customers is within acceptable standards

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Hydro Axing

→End Pressure Test

**Daniel Moric:**

**Achievements:** Monitor end of line gas pressures and compare to monthly gas balancing to check for underground leaks.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→GPS Services and Alterations

**Daniel Moric:**

**Achievements:** New services and alterations that were completed in 2020 were GPS-ed in late 2020 and the data has been sent to our GIS tech for submission to Rural Utilities and to be added to our as-builts. Received paper and digital copies of our as-built maps in late April.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Take Inventory

**Daniel Moric:**

**Achievements:** Inventory has been completed for the end of year 2020. Submitted inventory record to Brenda.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12



→Install gas lines

**Daniel Moric:**

**Achievements:** -Completing a pipeline re-route south of Vilna this week.

-Starting on the Hillside Acres pipeline upgrade this week to address a low pressure situation in Hillside when there is a high gas demand in the cold temperatures. Installing approx 4 kms of 1 1/2" PE pipe.

-Temporarily cut and capped a service to allow a customer to safely demolish a cabin and will re-install the line one the new cabin is complete.

-Have one service alteration by Stry to start once customer is ready.

-Have 5 secondary gas lines on planned.

-2 rural new infills planned. 4 urban infills planned.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Wash and bleach all equipment.

**Daniel Moric:**

**Achievements:** During construction, equipment is washed and bleached prior to entering properties to minimize the risk of Clubroot transfer.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Sign installation 0 Sign(s)

**Daniel Moric:**

**Achievements:** More signs and posts have been ordered for this year. Will be visiting the sites that only require the sign upgrade/straightening existing sign posts. Will be replacing the missing or extremely damaged sign posts as required when the ground thaws.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Cut and Caps

**Daniel Moric:**

**Achievements:** 3 cut and caps were completed since last report. (Vilna, Whitefish Lake, and Warspite)

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

→Maintain Facilities.

→RMO Replacement

**Meter recalls and maintenance:**  
100%

**Daniel Moric:**

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2021/05/12

→ **AMR meters**

**Daniel Moric:**

Achievements: -Upgraded existing gas meter to allow for a much higher BTU load. (Waskatenau)

Challenges: *No value*

Next Steps: *No value*

2021/05/12

→ **Replace defective gas meters**

**Daniel Moric:**

Achievements: Replace as required. None have failed since last Council update.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

→ **Meter Recalls**

**Council Member Inquiry (GAS):**  
100%

**Daniel Moric:**

Achievements: Council has requested a review of Bylaw No. 1332-18 Natural Gas with Gene and Legal prior to bringing it forward to Council. Legal is in the process of reviewing and hope to be receiving updates from Brownlee shortly.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

**2020 INFRASTRUCTURE LINE REPLACEMENT: 100%**

→ **Budget - 2020 INFRASTRUCTURE LINE REPLACEMENT: \$50k**

**2020 RMO STATION REPLACEMENT PLAN RESERVE: 100%**

→ **Budget - 2020 RMO STATION REPLACEMENT PLAN RESERVE: \$70k**

**2020 MODEMS FOR RMO: 100%**

↳>Budget - 2020 MODEMS  
FOR RMO: \$22k

2020 REPLACE TRUCK: 100%

↳>Budget - 2020 REPLACE  
TRUCK: \$50k

2021 INFRASTRUCTURE LINE  
REPLACEMENT: 100%

2021 RMO STATION  
REPLACEMENT PLAN RESE:  
100%

2021 REPLACE TRUCK -  
removed: 100%

2021 REFURBISH TRUCK BOX:  
100%

2022 INFRASTRUCTURE LINE  
REPLACEMENT: 100%

2022 RMO STATION  
REPLACEMENT PLAN: 100%

2022 MAPPING UNIT: 100%

2022 REPLACE TRUCK -  
removed: 100%

2022 REFURBISH TRUCK BOX:  
100%

2023 INFRASTRUCTURE LINE  
REPLACEMENT: 100%

2023 RMO STATION  
REPLACEMENT PLAN RESE:  
100%

2023 REPLACE T RUCK - re mo  
ve d: 100%

2023 REFURBISH TRUCK BOX:  
100%

(GAS) Human Resources /  
Training / OH&S

↳>(GAS) Attend Annual Safety  
Meeting

↳>(GAS) Training Event Form  
2021

↳>(GAS) Attend Joint Health &  
Safety Meetings: 12  
Meeting(s)

(GAS) Financial Accountability

>(GAS) Prepare a Draft 5  
Year Function Budget

>(GAS) Prepare Annual  
Budget

**(GAS) Organizational Efficiency**

>(GAS) Complete Annual  
Work Plan

**2020 CARRY OVER RMO  
STATION PROJECT: 100%**

>Budget - 2020 CARRY OVER  
RMO STATION PROJECT:  
\$50k

**Federation of Alberta Gas Co-  
ops Ltd. O&M Manual Adoption**

**Patti Priest:**

Achievements: Municipal File: 9-16

Challenges: *No value*

Next Steps: *No value*

*2021/02/24*

**Federation of Alberta Gas Co-  
ops Ltd. - Operations &  
Maintenance (O&M) Audit**

**Patti Priest:**

Achievements: Retained to document Operational purpose for compliance of Natural Gas System.  
Municipal File: is 9-22A

Challenges: *No value*

Next Steps: *No value*

*2021/02/24*

**Quality Management Plan (QMP)  
– Smoky Lake County Gas Utility**

**Patti Priest:**

Achievements: Retained to document Operational purpose for compliance of Natural Gas System

Municipal File: 9-29

Challenges: *No value*

Next Steps: *No value*

*2021/02/24*



WATER & WASTEWATER PLAN  
(W&W) INFRASTRUCTURE

5.1.j

Goal	Progress Update	Current Completi...
<p><b>Water Activity: 100%</b></p>	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from March 1, 2021 to May 7, 2021.</p> <p>Mar 2 Completed to thaw underground lines at Bellis truckfill now working ok.</p> <p>Mar 3 Tend to overdue accounts in Warspite.</p> <p>Mar 9 to 12 AWWOA annual virtual seminar.</p> <p>Mar 16 Inspect pumpjack at Birchland resort, will require repairs or cap.</p> <p>Mar 22 Thaw out cc at residence at Warspite have cc turned on again.</p> <p>Mar 24 Update water operators Continuing education units and memberships.</p> <p>Mar 30 Repair potable water hose at Bellis truck fill.</p> <p>Apr 7 Wash floors and tidy up at Warspite and Spedden water facilities.</p> <p>April 8 Tend to corroded wire issue at Waskatenau raw water truck fill.</p> <p>April 16 Remove modem at Spedden truck fill was not working and will have to be sent away for reprogramming.</p> <p>April 21 Update truckfill system.</p> <p>April 22 Tend to Telus issues with truckfill system.</p> <p>April 26 Repair electric issues with Spedden distribution pump.</p> <p>April 27 Got Spedden and Bellis telus issue resolved, check all other truckfills for any other issues as they will be busy.</p> <p>April 28 Contact contractors for estimates for a pigging project for Warspite potable water distribution.</p> <p>May 3 Tend to double billing issues regarding truckfill accounts.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/05/07</p>	<p>93% 93 / 100% 7% behind</p>

**Waste Water: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from March 1, 2021 to May 7, 2021.

Mar 3 Replace burn out lights clean debris from Pump # 1

Mar 8 Clean debris from pump # 2

Mar 24 Lift and clean debris from pumps.

Apr 6 On call check on back up generator and clean bucket screens.

April 14 Lift and clean debris from pumps.

April 16 Repair bucket screens.

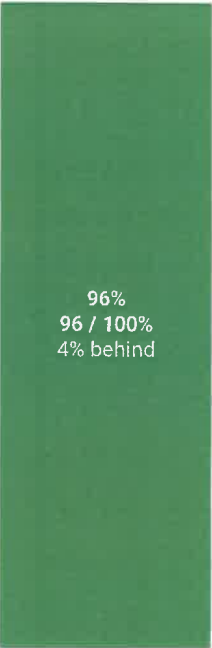
April 22 Change out lights throughout the Warspite lift station, and some spring cleaning.

May 3 Lagoon inspections at Warspite and Bellis.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/07





**Waste Management: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from March 1, 2021 to May 7, 2021.

Mar 1 Pick up 2 refrigerator units in ditch by Spedden Transfer station.

Mar 10 Replace fire extinguishers an Transfer station shacks with recharged ones.

Mar 17 Unload oil containment and take it or leave it shacks at Bellis and Vilna.

Mar 18 Unload take it or leave it shack at Spedden. Replace broken windows and clean glass up after break in.

Mar 23 Clean up old TV sets and set up take it or leave it shack at Spedden transfer station.

Mar 24 Repair bin lids at Bellis and Waskatenau.

Mar 29 Tend to paper work on rental/purchase of garbage truck.

Apr 6 Cleaning up Bellis oil containment area and Bellis in order to set up shack.

Apr 7 Pick up garbage on RR 134 Twp 600 and by hillside estates.

Apr 8 Pick up garbage again on RR 134.

Apr 12 Pick up garbage in ditch south of Spedden.

Apr 15 Replace mud with pit run at the Victoria Bin site.

Apr 18 Open Spedden Transfer station, tend to RCMP report.

Apr 22 Cleaning burn pits with skid steer at bellis and Smoky Lake transfer stations.

Apr 23 Clean out Spedden transfer station shack and prepare information for substitute.

Apr 28 Work on employment add for Spedden Transfer station operator.

Apr 29 Work on Bellis transfer station, cleaning oil containment area.

May 4 Have gravel spread at Vilna transfer station.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/07

97%  
97 / 100%  
3% behind

**Regional Water: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from March 1, 2021 to May 7, 2021

Mar 2 Have dialer set up to text messages as well.

Mar 3 Collecting usage data for leak detection.

Mar 5 Whitefish Lake issues meeting with AE and First Nation.

Mar 9 leak detection from Smoky Lake to Bellis.

Mar 10 Isolating line for leak check.

Mar 17 Leak found and dug up

Mar 19 Leak repairs, inspection, and site reclaimed.

Mar 31 Submit operators time and mileage for regional line.

Apr 1 Troubleshoot and reset SCADA system at Egremont.

Apr 6 Reset SCADA at Egremont.

Apr 7 Drain chlorine tank at Whitefish Lake reservoir and replace with fresh chlorine.

Apr 26 Work on crossing agreements regarding fibre optics going to Metis Crossing.

May 3 Submit regional water operators time and mileage.

May 4 Regional Waterline meeting.

May 5 System buildout study meeting.

Tend to 21 line locates during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

*2021/05/07*

97%  
97 / 100%  
3% behind

**Administrative Activity (W&W): 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from March 1, 2021 to May 7, 2021.

- Mar 4 Council Departmental meeting.
- Mar 5 WLFN # 128 delays and covid 19 issues meeting.
- Mar 8 Managers meeting.
- Mar 18 Health and Safety meeting.
- Mar 22 Managers meeting.
  - Hwy 28/63 Commission meeting.
  - Departmental meeting.
- Mar 25 Council meeting ( info on rental/purchase garbage truck.
- Mar 29 Managers meeting.
- Apr 6 Managers meeting
  - Munisight Asset management training.
- Apr 12 Managers meeting.
- April 13 Environmental Operations utility meeting.
- April 16 Budget meeting.
- April 19 Managers Meeting.
- April 20 Managers workshop.
- April 26 Managers meeting.
- April 27 Departmental Meeting.
- April 28 Budget Meeting.
- April 30 Asset management course.
- May 3 Managers meeting.
- May 6 Consulting and Engaging Aboriginal People Workshop.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/07

96%  
96 / 100%  
4% behind

**Training Activity (W&W): 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from March 1, 2021 to May 7, 2021.  
Mar 9 to 12 AWWOA Annual Seminar.

Apr 6 Asset management training.

May 6 Consulting and engaging Aboriginal people workshop.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/07

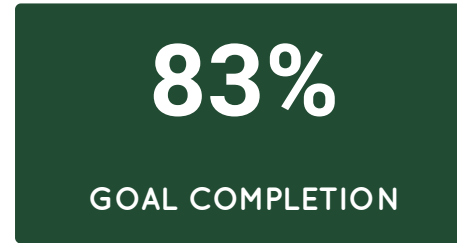
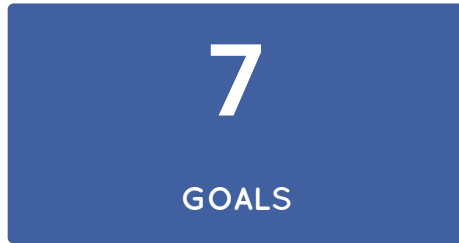
**Update Plan/Budget for Truckfills: 100%**

**Council Member Inquiry: 100%**





5.1.k



**AGRICULTURAL SERVICE BOARD PLAN  
(ASB) PHYSICAL ENVIRONMENT**

Goal	Progress Update	Current Com...	Start Date	Due Date
Administrative Activity: 100%	<p><b>NEW</b> Carleigh McMullin:</p> <p>Achievements: Meetings &amp; Training attended from April 27th- May 21st</p> <ul style="list-style-type: none"> <li>Asset Management Meeting: April 30th, 2021</li> <li>Corteva Stewardship Training: May 11th, 2021</li> <li>Grazing School for Women Meeting: May 12th, 2021</li> <li>Carleigh met with Patti May 12th, 2021 to go over zoom use</li> <li>Joint Health &amp; Safety Committee Meeting: May 13th, 2021</li> <li>Munisight/AGMobile Training: May 14th, 2021</li> <li>NE AAAF Weed School: May 19th, 2021</li> </ul> <p><b>Ag. Department Highlights</b></p> <ul style="list-style-type: none"> <li>We had 22 applicants for the mower operator position, interviewed 7 with the assistance of Dave Kully.</li> <li>Two Weed Inspectors have started for the season May 3rd</li> <li>Currently applying to the Youth Employment Grant to see if we qualify and to help supplement the Canada Summer Jobs Grant</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/05/11</p>	<p>80%</p> <p>80 / 100%</p> <p>4% behind</p>	2017/12/31	2021/12/31

**Blasting Activity (ASB): 100%****NEW** Carleigh McMullin:**Achievements:**

- Finally received confirmation from the DFO that in case of an emergency (loss of property or public safety) we can blast without doing a full submission for review.
- Smoky Lakes "timing windows" are April 16th- July 16th. No blasting can take place during this time period **unless** it's considered an emergency situation.
- All current DFO submissions have been approved should we need to remove those dams

**Challenges:** *No value***Next Steps:** *No value*

2021/05/11

90%  
90 / 100%  
35% ahead

2020/08/01

2021/12/31

**Weed Control (ASB): 100%****NEW** Carleigh McMullin:**Achievements:**

- Weed Inspectors have began doing weed awareness: posters at the truckfills
- 

**Challenges:** *No value***Next Steps:**

- Weed Inspections will begin toward the end of May

2021/05/11

80%  
80 / 100%  
4% behind

2017/12/31

2021/12/31

**Mowing Activity (ASB): 100%****NEW** Carleigh McMullin:**Achievements:**

- Two mower operators have been hired.
- Herbicide mower operators begin May 17th
- Non-herbicide mower operator begins June 14th

**Challenges:** *No value***Next Steps:** *No value*

2021/05/11

100%  
100 / 100%  
-

2017/12/31

2020/12/30

**Spraying (ASB): 100%****NEW** Carleigh McMullin:**Achievements:**

- Brush spraying and spraying corners for sight-lines will begin at the end of May

**Challenges:** *No value***Next Steps:** *No value*

2021/05/11

79%  
79 / 100%  
5% behind

2017/12/31

2021/12/31

Pest Control (ASB): 100%

**NEW** Carleigh McMullin:

**Achievements:**

- 45 beavers so far this Spring

**Challenges:** *No value*

**Next Steps:**

- We have 5 pond leveler installs coming up, these are the ones we received grant funds to complete.
- Pond leveler upgrades and repairs are ongoing
- Trevor Cameron is working at getting all the pond levelers across the County and marked in Munisight, as well as enter problem beaver areas.

2021/05/11

78%  
78 / 100%  
6% behind

2017/12/31

2021/12/31

Safety Activity (ASB)

**NEW** Carleigh McMullin:

**Achievements:**

- Weed Inspectors received orientation on May 3rd.
- Weed Inspectors received **free** herbicide stewardship training May 11th
- Authorized Assistant Training for Herbicide Mower operator & Weed Inspectors May 21st
- Attended JH&S Meeting May 13th

**Challenges:**

- Chainsaw training has not been booked yet, but is in the process.
- TDG on May 10th had to be cancelled due to unforeseen circumstances -will work with Trevor T to reschedule

**Next Steps:** *No value*

2021/05/11

72%  
4% ahead

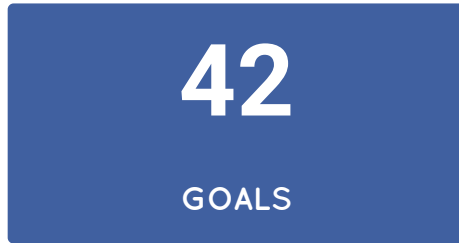
2020/01/01

2021/12/31





5.1.1



### GIS PLAN

Goal	Progress Update	Current Completion
<b>GIS Tasks: 100%</b>		<p>20%</p> <p>20 / 100%</p> <p>16% behind</p>
<p>→ Coordination of GIS Data Input</p>	<p><b>Carole Dowhaniuk:</b>            Achievements:</p> <ul style="list-style-type: none"> <li>No Action was taken during this reporting period</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/05/12</p>	<p>0%</p> <p>-</p>
<p>→ County Website Tool – MuniSight- GIS Site Validation (Copy)</p>	<p><b>Carole Dowhaniuk:</b>            Achievements:</p> <ul style="list-style-type: none"> <li>online public connection with MuniSight has had 185,547 visits from May 31, 2018 - May 11, 2021.               <ul style="list-style-type: none"> <li>From April 18, 2021 - May 11, 2021 (23 days) total visits were 4,445.</li> </ul> </li> <li><b>Regional Public Site</b> - online public connection with MuniSight has had 103,703 visits from May 31, 2018 - May 11, 2021.               <ul style="list-style-type: none"> <li>From April 18, 2021 - May 11, 2021 (23 days) total visits were 452.</li> </ul> </li> <li>Verify quality assurance on Public Site</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/05/12</p>	<p>36%</p> <p>-</p>

→ GIS – Data collection MuniSight/Mobile App (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- Work with PW culvert crew - updating culverts

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

33%

-

→ GIS Data Reporting - Data Verification and data clean up (Copy)

**Carole Dowhaniuk:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:**

- clean up 2019 spray data

2021/05/12

26%  
10% behind

→ Input Spatial Data – MuniSight/Mobile App (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- Planning and Development:
  - update zoning: Rezoning of Pt. SE-29-59-19-W4M
- ASB:
  - Update Mower Beat Operators - Zones 1 & 2
  - Update Chemicals and Target Species in Spraying
- Adding Road Use Agreements
- Adding 2020 spray data
- Adding Bridge attachments(bridge inspections)

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

36%

-

→ GIS Work Schedule -- for staff (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- ASB GIS work plan with ASB Manager for 2021 data Collection

**Challenges:** *No value*

**Next Steps:**

- Review PW GIS Data with PW Manager
- Add Beaver problem areas
- Add Blasting

*2021/05/12*

36%

-

→ GIS Data Analysis (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- No Action was taken during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

*2021/05/12*

35%  
1% behind

→ Verify Landownership Maps (Copy)

**Carole Dowhaniuk:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** Supply Hamlet and Lake Subdivision maps to:

- Planning and Development
- Emergency Services
- Chambers

Spring 2021 Landownership map being updated.

- verify and print once completed

*2021/05/12*

28%  
8% behind

→ GIS reporting and forecasting (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- Provide Maps for Public Works for departmental meeting May 21, 2021
  - Graveled soft spots and areas in need of repair.

**Challenges:** *No value*

**Next Steps:**

- Refresher with Public Works, Planning and Development, and Finance on reports currently generated

2021/05/12

34%  
2% behind

→ GIS data validation (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- No action was taken during this report

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

31%  
5% behind

→ Management Meeting (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- Attended weekly meeting to provide departmental activities to staff and council
- Inform departments with GIS updates

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

35%  
1% behind

Smoky Lake Region (GIS): 100%

**Carole Dowhaniuk:**

**Achievements:**

- Support and assist the Region to access quality and timely information.

**Challenges:** *No value*

**Next Steps:**

- Assist with Regional data integration.

2021/05/12

36%  
36 / 100%

-

→ Administrators Meetings (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- April 21 Met with Village of Vilna to Execute Regional GIS Agreement and assist with GIS inquiries.
- April 22 Met with the Town of Smoky Lake to Execute Regional GIS Agreement and assist with GIS inquiries.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

36%

-

Training (GIS): 100%

**Carole Dowhaniuk:**

**Achievements:** Attend Critical Decision Making March 20th: See Training Event Sheet

**Challenges:** *No value*

**Next Steps:** *No value*

2021/04/21

30%  
30 / 100%  
6% behind

→ Implement training and testing of workspaces (Copy)

**Carole Dowhaniuk:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** ASB Training

- ASB Manager and assistant
- Weed Inspectors
- Trapper

2021/05/12

36%

-

GIS -- manage third party contract

Carole Dowhaniuk:

Achievements:

- Review and validate April General Service Hours.
  - Distribute General Service Hour Reports to the Region.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

0%  
-

Request from CAO and Managers (AVL)

Carole Dowhaniuk:

Achievements:

- No action was taken during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

0%  
-

(GIS) Human Resources / Training / OH&S

11%  
25% behind

→ (GIS) Attend Joint Health & Safety Meetings: 12 Meeting(s)

Carole Dowhaniuk:

Achievements:

- No Action was taken during this report.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

0%  
0 / 12 Meeting(s)  
11 Meeting(s) behind

→ (GIS) Attend Annual Safety Meeting

Carole Dowhaniuk:

Achievements:

- No Action was taken during this report.

Challenges: *No value*

Next Steps: *No value*

2021/05/12

0%  
-

→ (GIS) Training Event Form 2021

33%  
-

(GIS) Financial Accountability

33%  
3% behind

→ (GIS) Prepare a Draft 5 Year Function Budget

18%  
30% behind

↳ (GIS) Prepare Annual Budget

**Carole Dowhaniuk:**

**Achievements:**

- Monitor and review financial transactions
- Monitor departments needs

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

48%  
-

**(GIS) Organizational Efficiency**

↳ (GIS) Complete Annual Work Plan

**Carole Dowhaniuk:**

**Achievements:**

- Review GIS Work Plan at Departmental Meeting March 4, 2021
- Update plan as per Meeting.

**Challenges:** *No value*

**Next Steps:**

- Make appropriate changes/updates to plan throughout the year.

2021/03/15

100%  
-

100%  
-

**Create, Publish, and Distribute Annual Booklet 0 Report(s) Requested**

0 / 0 Report(s)  
Requested  
-

**Review Finance (Copy)**

**Carole Dowhaniuk:**

**Achievements:**

- Review March GIS financial transactions

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

36%  
-

**Administration (GIS) (Copy): 100%**

30%  
30 / 100%  
6% behind

**Legislative (GIS) (Copy): 100%**

**Carole Dowhaniuk:**

**Achievements:**

- No Action was taken during this reporting period

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

34%  
34 / 100%  
2% behind



**Complete Administration (Copy)****Carole Dowhaniuk:**

Achievements:

- Ensure the department is organized to promote efficient daily operations.
- Maintain records.

Challenges: *No value*Next Steps: *No value*

2021/05/12

36%

-

**Communication (GIS) (Copy): 100%****Carole Dowhaniuk:**

Achievements:

- As per GIS Work Schedule listed above

Challenges: *No value*Next Steps: *No value*

2021/05/12

36%  
36 / 100%

-

**Hardware Maintenance (Copy)****Carole Dowhaniuk:**Achievements: *No value*Challenges: *No value*

Next Steps:

Titan AVL - Schedule Service with Certified Tracking

- Emergency Services - New Install for New Unit
- Public Works - Transfer device from Unit 101 to New Unit 101B
- Peace office - Transfer device from Unit 222 to New Unit 222A

waiting for unit 222A to come in to schedule all at once

2021/05/12

36%

-

**Map Sales (Copy) 0 Map(s)****Carole Dowhaniuk:**

Achievements:

- 2 Maps sold from April 18 - May 12, 2021

Challenges: *No value*Next Steps: *No value*

2021/05/12

14 / 0 Map(s)  
14 Map(s) ahead

<b>Council Member Inquiry (GIS) (Copy): 100%</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>No Action was taken during this reporting period</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/05/12	<b>36%</b> <b>36 / 100%</b> -
<b>Server Maintenance (Copy)</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>No Action was taken during this reporting period</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/05/12	<b>36%</b> -
<b>Council Meetings (Copy)</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> Attended to gain or provide information for April 2021 council meeting. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/05/12	<b>35%</b> 1% behind
<b>Weekly Council Report – Titan GPS (Copy)</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b>  <b>Challenges:</b> <ul style="list-style-type: none"> <li>Weekly reports of Grader Maps to council are behind</li> <li>No Road Numbers were attached to the maps to keep reports on time.</li> </ul> <b>Next Steps:</b> <ul style="list-style-type: none"> <li>Working with Titan to incorporate our road network.</li> </ul> 2021/05/12	<b>30%</b> 6% behind
<b>Assist with issues that come up (Copy)</b>		<b>33%</b> 3% behind

**Seasonal Duties (Copy): 100%**

**Carole Dowhaniuk:**

**Achievements:**

- No action was taken during this reporting period

**Challenges:** *No value*

**Next Steps:** *No value*

2021/05/12

36%  
36 / 100%

-

**Smoky Lake Regional GIS Agreement**

**Carole Dowhaniuk:**

**Achievements:**

- Agreement was executed and filed in vault
- updated GIS Agreement Report Table

**Challenges:** *No value*

**Next Steps:** *No value*

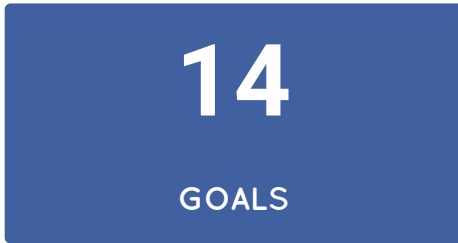
2021/05/12

21%

-



5.1.m



### EVONNE ZUKIWSKI

Goal	Progress Update	Current Compl...
<b>Administrative Activity (COM): 100%</b>		
		6% 6 / 100% 78% behind
→ <b>Council Meetings: 12 Meeting(s)</b>	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Virtually attended April Council meeting- April 29, 2021</li> </ul> <i>2021/05/10</i>	25% <b>3 / 12 Meeting(s)</b> 3 Meeting(s) ahead
→ <b>Departmental Meeting: 10 Meeting(s)</b>	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Virtually attended April Departmental Meeting- April 27, 2021</li> </ul> <i>2021/05/10</i>	20% <b>2 / 10 Meeting(s)</b> 2 Meeting(s) ahead
<b>Communication Activity (COM): 100%</b>		
		52% 51.98 / 100% 32% behind

**Achievements:**

- Shared Grazing School for Women 'Save the Date' ad on Facebook and Twitter- April 19, 2021
- Shared L.A.R.A Grazing Planning event- April 19, 2021
- Shared L.A.R.A Working Well Workshop event- April 19, 2021
- Posted In Remembrance of Edgar Lacasse- April 26, 2021
- Scheduled Heritage Board meeting- April 26, 2021
- Shared Métis Crossing Global News clip on Facebook and Twitter- April 26, 2021
- Scheduled Primary Care Network virtual workshops ad- April 26, 2021
- Scheduled Landfill Attendant employment ad on twitter and Facebook (May 3, May 14, May 18)- May 3, 2021
- Shared Spring Clean Up promotion on Twitter and scheduled on Facebook (May 4, May 7, May 19, May 25)- May 4, 2021
- Shared Joint Public Hearing on Twitter and scheduled on Facebook (May 4, May 27 & June 8)- May 4, 2021
- Shared Heritage River Nomination ad (May 5)- May 4, 2021
- Scheduled 'Keep Signs Clear' ad (May 6)- May 4, 2021
- Scheduled 'Emergency Preparedness Week' ad (May 5)- May 4, 2021
- Scheduled 'Economic Development Week' ad (May 9)- May 4, 2021
- Scheduled 'Public Works Week' ad (May 16)- May 4, 2021
- Scheduled 'Offices Closed for Victoria Day' (May 20 & May 24)- May 4, 2021
- Shared Primary Care Network services brochure- May 6, 2021
- Shared 'Offices By Appointment Only poster on Twitter and Facebook (May 10 & May 11, May 17)- May 10, 2021

2021/05/10

126 / 0 Post(s)  
126 Post(s) ahead

→ Website Updates 0 Update(s)

**NEW** Evonne Zukiwski:

Achievements:

- Added Webmap user guide- April 19, 2021
- Updated links to Public Works policies- April 22, 2021
- Finished drafts of new ASB 'Pest Management' pages- April 22, 2021
- Removed Planning page (IDP) from website- April 26, 2021
- Added Heritage Board Meeting as notice & to website calendar- April 26, 2021
- Removed Equipment for Sale by tender listing- April 27, 2021
- Added COVID links notice to main page- April 29, 2021
- Added approved budget documents to Finance page- April 29, 2021
- Posted May calendar- April 29, 2021
- Added May meeting links to website calendar- April 29, 2021
- Removed Mower Operator employment ad- May 3, 2021
- Posted Landfill Attendant ad- May 3, 2021
- Added Municipal Committees listing- May 3, 2021
- Posted Reeve's Report- May 3, 2021
- Updated policies 01-26 & 62-28- May 3, 2021
- Posted Spring Clean Up promotion- May 4, 2021
- Post Joint Public Hearing notice- May 4, 2021
- Posted May Grapevine- May 4, 2021
- Posted 'Offices Open By Appointment Only' notice and website alert- May 10, 2021
- Added Victoria District Economic Strategy Open House meeting links to website calendar- May 10, 2021

2021/05/10

106 / 0 Update(s)  
106 Update(s)  
ahead

→ Communications for Departments 0 Ad(s) Created

**NEW** Evonne Zukiwski:

Achievements:

- Created Spring Clean Up promotion ad- May 3, 2021

2021/05/10

7 / 0 Ad(s) Created  
7 Ad(s) Created  
ahead

→ County Website Maintenance 0 Update(s)

**NEW** Evonne Zukiwski:

Achievements:

- Researched url/ domain name setting options for Smoky Lake Region- April 27, 2021

2021/05/10

3 / 0 Update(s)  
-

↳ Produce & Distribute Grapevine: 12 Newsletter(s)

**NEW** Evonne Zukiwski:

Achievements:

- Completed May 2021 Grapevine and submitted to the Redwater Review and Smoky Lake Signal for publishing (Week of May 10, 2021)- May 4, 2021

2021/05/10

42%  
5 / 12  
Newsletter(s)  
1 Newsletter(s)  
ahead

Training Activity (COM) 0 Event(s)

**NEW** Evonne Zukiwski:

Achievements:

- Virtually attended Decision Making and Potential Problem Analysis training- April 20, 2021

2021/05/10

1 / 0 Event(s)  
-

↳ Participate in Training: 100%

0%  
0 / 100%  
67% behind

Legislative Activity (COM): 100%

↳ Develop Advertisements and Information Publications 0 Ad(s) Created

**NEW** Evonne Zukiwski:

Achievements:

- Created 'In Remembrance ' for Edgar Lacasse- April 22, 2021
- Created Office Closed for Victoria Day ad- May 4, 2021
- Created Offices open by appointment only poster- May 10, 2021

2021/05/10

5 / 0 Ad(s) Created  
5 Ad(s) Created  
ahead

↳ FOIP/ Access to Information Requests 0 Request(s)

**NEW** Evonne Zukiwski:

Achievements:

- Submitted annual FOIP request reporting numbers to Province- May 10, 2021

2021/05/10

2 / 0 Request(s)  
2 Request(s)  
ahead





5.2.a



## MANAGER'S PLAN

Goal	Training Event Form
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↳ (FIN) Training Event Form 2021

**NEW** Brenda Adamson:

**Smoky Lake County Department:** Smoky Lake County

**Event Name:** KT Decision Analysis Training for Managers

**Event Date:** 2021/04/20

**Organization:** Smoky Lake County

**Location:** Virtual

**Event Type:** Workshop

**Smoky Lake County Attendees:** All Managers, Mark, and Kyle

**SUMMARY - Contents:** Decision Analysis - Clarify Purpose, Evaluate Alternatives, Assess Risks, and Make Decision  
Potential Problem Analysis - Identify Potential Problems, Identify Likely Causes, Take Preventive Actions, Prepare Contingent Actions and Triggers

**RESULTS - What I took away:** Use visible thinking to arrive at a decision:

- Capture progress and outputs
- Avoid jumping to conclusions
- Improve communications
- Establish a consistent approach
- Promote use of common language/terminology

- Provide foundation for effective questioning

**WHY DID YOU ATTEND - Benefits:** The FCM grant for Asset Management provided \$10,000 for training. Training Management on Decision Analysis and Potential Problem Analysis improves individual and organizational decision making. This training increases our organizational capacity for effective Asset Management.

**Mileage Costs:** \$0

**Meal Costs:** \$0

**Other Costs:** 0

**Lodging Costs:** \$0

**Registration Costs:** \$0

**Total Costs:** \$10k

*2021/04/22*



1  
GOALS

CAROLE DOWHANIUK  
ON TRACK

Goal	Training Event Form
------	---------------------

<p>(GIS) Training Event Form 2021</p>	<p><b>NEW</b> Carole Dowhaniuk:</p> <p>Smoky Lake County Department: GIS</p> <p>Event Name: Decision Analysis &amp; Risk Management workshop</p> <p>Event Date: 2021/04/20</p> <p>Organization: Kepner-Tregoe - Smoky Lake County</p> <p>Location: SLC Work Station Zoom Workshop</p> <p>Event Type: Workshop</p> <p>Smoky Lake County Attendees: Carole Dowhaniuk</p> <p><b>SUMMARY - Contents: Decision Making and Risk Assessment Pre-workshop Information</b></p> <p><b>Introduction</b></p> <p>The purpose of this pre-workshop information is to introduce you to the <i>Decision Analysis and Potential Problem Analysis</i> workshop. It includes workshop objectives, a description of the learning process, and instructions on how to prepare for the workshop.</p> <p><b>What You Will Learn</b></p> <p>The <i>Decision Analysis and Potential Problem Analysis</i> workshop is designed to increase your ability to resolve priority concerns by meeting the following objectives. At the end of the one-day workshop, you will be able to:</p> <ul style="list-style-type: none"> <li>• Ask the right questions to uncover critical data required to make the best decisions and to manage risks;</li> </ul>
---------------------------------------	--

- Understand how to create the perfect decision statement, a critical component of success;
- Identify the key decision objectives that will be used to assess different alternatives;
- Evaluate the relative strengths of each alternative using a quantitative scoring system;
- Assess the risks associated with each alternative;
- Confidently make the best choice that maximizes benefits and minimizes risks;
- Identify and manage risks more effectively, what is causing them, and how to prevent those causes from occurring; and
- Mitigate the damage from problems that occur by implementing contingent actions..

### How You Will Learn

The *Decision Analysis and Potential Problem Analysis* workshop is configured into a proven, systematic learning design. The learning process consists of the following:

- Exercises structured to help you discover your current skills and tendencies;
- Concept discussions and full group briefings;
- Practice exercises with feedback; and
- Opportunities to apply rational process concepts to your priority issues.

### RESULTS - What I took away:

- Ask the right questions to uncover critical data required to make the best decisions and to manage risks;
- Understand how to create the perfect decision statement, a critical component of success;
- Identify the key decision objectives that will be used to assess different alternatives;
- Evaluate the relative strengths of each alternative using a quantitative scoring system;
- Assess the risks associated with each alternative;
- Confidently make the best choice that maximizes benefits and minimizes risks;
- Identify and manage risks more effectively, what is causing them, and how to prevent those causes from occurring; and
- Mitigate the damage from problems that occur by implementing contingent actions.

**WHY DID YOU ATTEND - Benefits:** To increase my ability to resolve priority concerns in our Municipalities GIS by learning objectives.

**Mileage Costs:** \$0

**Meal Costs:** \$0

**Other Costs:** \$0

**Lodging Costs:** \$0

**Registration Costs:** \$0

**Total Costs: \$0**

2021/05/12



5.2.c

2  
GOALS

AGRICULTURAL SERVICE BOARD PLAN  
(ASB) MANAGER'S PLAN

Goal	Training Event Form
(ASB) Human Resources / Training / OH&S	

**NEW** Carleigh McMullin:

**Smoky Lake County Department:** Agricultural Service Board

**Event Name:** Decision Analysis & Risk Assessment Workshop

**Event Date:** 2021/04/20

**Organization:** Kepner-Tregoe

**Location:** Smoky Lake County

**Event Type:** Workshop

**Smoky Lake County Attendees:** Carleigh McMullin

**SUMMARY - Contents:** The workshop provided effective tools for proper decision making techniques. It helped me understand how to ask the right questions to uncover critical data required to make the best decision. It provided ideas on how to identify and manage risks more effectively, and mitigate the damage from problems that occur by implementing contingent actions.

**RESULTS - What I took away:** My biggest take away from this workshop was to take my time when making big decisions, despite what may be happening around me in terms of "feeling rushed", it is better in the long run to work through the decision analysis tool and ensure I am coming to an appropriate decision based on critical components that were provided to me.

As well as being able to properly assess the risks of a situation and understanding the importance of being able to identify causes that could create the potential problem. Prepare actions in advance-Who/what/when/where/whys.

**WHY DID YOU ATTEND - Benefits:** As part of the professional development commitment as a member of the Smoky Lake County Management Team.

*2021/05/12*